



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

TECHNICAL ASSISTANT

Facilities – Job # P1328

CLOSING DATE: NOON – APRIL 16, 2025

JOB SUMMARY:

The incumbent will be responsible for a wide range of activities aimed at supporting the department and contributing to its success; planning, scheduling, budgeting, project management, analyzing, reporting, process improvement (including on-going reviews of programs/processes to maximize operating efficiencies), incorporating technological improvements and measuring key performance indicators.

Work involves the application of a moderately high degree of technical skills and knowledge.

This position reports to the Director of Facilities.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- Graduation from a technical school course in Civil, Mechanical, Electrical or Building Systems Engineering Technology.
- A course that is accredited by the New Brunswick Society of Certified Engineering Technicians and Technologists at the Technologist level or be eligible to become a member and maintain membership in the Association as a professional technologist (PTech or CET).

EXPERIENCE:

- Must have a minimum of three (3) years of demonstrated experience performing technical research, developing administrative procedures, and presenting comprehensive reports.
- Must also have proven experience in project management related to construction and maintenance of **buildings**.
- Must have experience in work requiring time management and scheduling of multiple projects and tasks to achieve goals.

LANGUAGE:

- English essential. The ability to communicate in the French language would be a definite asset, but not a requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

- Broad knowledge of the objectives, principles and practices of municipal operations particularly as applied to **building management**, operating processes, workflow, planning, budgeting, construction, and maintenance of public facilities and structures. Strong problem-solving abilities required.
- Ability to perform technical research, develop administrative procedures, and perform administrative assignments.
- Excellent communications skills, both oral and written and the ability to present comprehensive reports in a committee type forum.
- Assigns tasks to contractors (standing orders) and coordinates several projects or programs concurrently.
- Applies theoretical and practical knowledge to preliminary design, estimates, tenders, review, and planning.
- Provides innovative solutions to problems of varying complexity.
- Must have demonstrated ability to effectively utilize various administrative computer programs (Microsoft Office 365, GIS).

CONTACT:

- Frequent contact with employees in own work group/department to discuss work methods and procedures requiring elaboration and understanding. Contact with officials in own department to exchange information concerning the work performed and to discuss work methods, technical procedures and priorities significantly affecting a major portion of the program, identify changes when different points of view are expected.
- Contact with professional and technical organizations in one's areas of responsibility and expertise.
- Contact with employees of other civic, provincial, and federal departments, outside agencies, companies, and members of the public to discuss work methods and procedures requiring elaboration and understanding.
- Requires a positive attitude that reflects the best interests of the Corporation and the Community at large.
- Occasional contact with Senior Management and City Council for the purpose of reporting,
- Assists in the establishment of policies and budgets under the direction of the Director of Facilities as required.

SUPERVISION:

- Provides instruction to Foreman and Supervisors on the implementation of new systems and work methods related to Facilities Operations.
- Responsible for the supervision and coordination of contractors, suppliers, and consultants engaged by the City for the duration of projects.
- Provides technical support to City staff and contract employees on work related to the Facilities Department.
- Fills in during absence of the Supervisors - Facilities.

CONDITIONS OF WORK:

- Work requires a high level of attention to detail with frequent periods of concentration.
- Work may require occasional night and weekend work.
- Work requires little physical effort.
- Good working environment with only occasional exposure to disagreeable conditions.
- The work is normally performed in an office environment with occasional exposure to inclement weather and occupational hazards on construction sites.
- Normal working hours as per the CHEA/PSAC Local 60200 Collective Agreement.
- Employees in this position are required to be on stand-by as per Article 26.01 of the CHEA/PSAC Local 60200 Collective Agreement.