

Project Engineer

Development Services- Engineering

More than one position may be filled

Competition #190

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 36.25 hours per week. This position is not part of a collective agreement and is open to all interested parties. The City of Brandon reserves the right to underfill this position.

Rate of Pay: \$42.43 - \$54.91 per hour (2026 Rates)

Closing Date: 11:59pm on March 4, 2026

This competition will include testing and an interview.

PURPOSE OF POSITION

Reporting to the Manager of Infrastructure the Project Engineer is responsible for project delivery; including, developing, facilitating, coordinating, and providing direction in order to achieve completion of large, capital projects for the City of Brandon.

TYPICAL DUTIES AND RESPONSIBILITIES

- Liaises with engineering staff and various user departments to define projects at the planning stage, to determine critical timelines, operational impacts and to determine the appropriate project management team;
- Responsible for gathering pertinent information for project development and initiation, for internal use and/or for use by a consultant;
- Applies knowledge of engineering principles to complete various aspects of transportation, wastewater, water distribution and land drainage projects, including specification development and review;
- Review construction drawings prepared by consultants for compliance with City needs and standards as well as specifications;
- Drafts specifications as required for project definition and scope;
- Is responsible for ensuring projects are completed in a timely manner and in accordance with the City procedures and the Builders' Liens Act;
- Investigates and resolves issues which may arise during design and construction of infrastructure;
- Seeks project approval from outside agencies where necessary, including utilities and various levels of government;
- Has knowledge of the City Standard Construction Specifications, City Instructions to Bidders, City General Conditions of a Contract, City protocols, and related provincial and/or federal guidelines and legislation; Is proficient in the rules, regulations, and enforcement of The Builders' Liens Act;
- Works closely with the Procurement department to develop, issue and award bid opportunities;
- Works with the Treasury department throughout the project phases to ensure financial status of the project meets the objectives of the Financial Plan;

- Leads or attends project progress meetings; Reviews or seeks review and acceptance of shop and manufacturing drawings; corresponds with consultants and contractors in matters of design; Prepares and reviews the pricing on Change Orders;
- Prepares Council Reports which may include attending City Council Meetings to address or answer any concerns or questions that may arise;
- Lead studies and conceptual designs including coordination with senior levels of government, public agencies and interest groups to the development of solution to meet the needs of the community.
- Addresses public, contractor or engineering staff concerns as required;
- Ensures adequate inspection of projects is performed for compliance with the specifications and drawings; Investigates and reports / resolves unusual conditions which may arise during construction; Ensures final testing and / or commissioning is performed; recommends and tracks finances of all progress payments;
- Performs contract administration duties for various engineering projects, including production of or tracking of project documents, finances, changes, deficiencies and warranties;
- Maintains all files and correspondence related to contract administration for a complete and accurate project record;
- Participates in the selection and appointment of consultants for the provision of various technical services;
- May represent the Engineering Department on various committees and working groups within the organization;
- May prepare and submit applications for Provincial/Federal grants and/or cost sharing.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- University or College graduate in Civil/Municipal Engineering or Civil/Municipal Technology;
- Membership in or ability to acquire membership of the Engineers and Geoscientist of Manitoba (EGM) as an Engineer in Training (EIT) or membership of the Certified Technicians & Technologists Association of Manitoba (CTTAM) as a Certified Engineering Technologist (CET);
- Minimum five (5) years' experience working in an Engineering environment;
- Must possess a valid and subsisting Class 5 Province of Manitoba driver's license;

PREFERRED QUALIFICATIONS & EXPERIENCE

- Bachelor of Science in Civil Engineering from an accredited institute;
- Membership of the Engineers and Geoscientist of Manitoba (EGM) as a Professional Engineer or Specified Scope of Practice License.
- Certification as a Project Management Professional
- Previous experience in contract administration, project management and/or construction

WORK CONDITIONS

The employee works independently and as part of the team providing support to a variety of people.

- Self-motivated and quality driven to perform independent projects (daily);
- Wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily);
- Work in a shared and consultative manner with other employees (daily);
- May be necessary to travel throughout the City and visit various facilities or work sites in all types of weather conditions (daily);
- Long hours of work during construction season, including evenings and weekends (occasionally);
- Responsible to the Manager of Infrastructure.

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!