



**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 – TWO (2) POSITIONS

Public Works - Job # P1415

**CLOSING DATE: MARCH 19, 2026**

**JOB SUMMARY:**

This position reports directly to the Director of Public Works. The primary responsibility is to assist with the technical and administrative work in the planning, maintenance, and operation of Public Works - Streets Division.

The position assists the Supervisors - Public Works by providing technical and administrative support for the planning, maintenance and operation of Streets facilities. Responsibilities include work conducted both in the field and the office, supporting tasks such as investigation, construction, maintenance, supervision and reporting of Streets Division activities.

**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](http://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](http://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.

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

**EDUCATION:**

- High School graduate or equivalency.
- Successful completion of a technical course in a field related to municipal engineering that is accredited by the New Brunswick Society of Certified Engineering Technicians and Technologists at the Technologist level or must be eligible to become a member and maintain membership in the Association as a professional technologist (PTech or CET).

**EXPERIENCE:**

- Must have three (3) years progressive work experience in the area of Municipal Engineering.
- Must have one (1) year of direct supervisory experience in a formal supervisor/lead role (i.e., supervising staff), with demonstrated ability to plan, organize, assign, and direct work and resources.

**LANGUAGE:**

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

**KNOWLEDGE, SKILLS & QUALIFICATIONS:**

- Must have the ability and skill to convey programs and answer public inquiries or give formal/oral presentations.
- Must be knowledgeable of the New Brunswick Occupational Health and Safety Act and applicable internal safety procedures and initiatives.
- Knowledge of ESRI Field Data Collection Apps for Mobile Workers such as Field Maps, Survey 123 and Quick Capture. Knowledge of how to develop and maintain applications related to specific work activities for planning and tracking purposes.
- Must have computer knowledge and skills in the use of engineering software, such as Hanson Maintenance Management System, geographical information system mapping, spreadsheet software, Power Point, and other applicable applications used in the Engineering Department operation and maintenance fields.
- Must have knowledge of the operating principles of municipal water distribution and sewer collection systems.

**OTHER:**

- Must possess and maintain an N.B. Driver's License.

**CONTACT:**

- Work requires more frequent and direct contact with members of the general public, employees of various civic and government departments, contractors, developers, consultants, surveyors, etc. more frequent contact with Department Heads, Senior Management and City Council.
- The purpose of these contacts is to answer questions, inquiries, requests or complaints and to discuss techniques, procedures and priorities to solve a variety of interrelated organizational and technical problems, particularly in the area of expertise that is the primary responsibility of the incumbent.

**SUPERVISION:**

- The work requires supervising and providing direction to employee/s on new initiatives, existing procedures and protocols, along with reviewing and evaluating the quality and quantity of performance for an employee or a group of employees.
- Provides leadership and direction to others within Public Works.
- Instruct employees in work methods, safety and procedures as required.
- Assists in assigning and supervising work of others and replaces the Supervisor in the Department.
- Supervises crews as required.

**CONDITIONS OF WORK:**

- The position requires a self-starter and highly motivated person working with a minimum of supervision.
- Must be comfortable in doing presentations in large group settings.
- The work requires a high level of attention or mental-sensory co-ordination with frequent periods of concentration.
- The work requires some physical effort.
- Fair working environment with occasional exposure to any of several disagreeable conditions.
- Hazards could result in lost time, sickness or injury.
- Work breaks during the day may vary to suit work requirements.
- Hours of work will be 40 hours as per Article 24.02 per the CHEA/PSAC Local 60200 Collective Agreement.