Did you know ...

The City of Winnipeg is a vibrant, growing city with many opportunities!

- It is one of the largest employers in Manitoba.
- It provides a wide range of services to over half of all Manitobans.
- It has eight Unions and Associations.
How do we keep our city healthy and running smoothly?

- Who keeps our parks clean?
- Who ensures the roads are maintained and the snow is cleared in the winter?
- Who provides public transportation?
- Who opens and makes sure that wading pools are safe?
- How do we have a great selection of books at the library?

City of Winnipeg Employees!
The City has and continues to attract a diverse skilled workforce. We want to represent and be reflective of the community we serve.

Our diversity program looks to remove barriers for qualified applicants who are Aboriginal Persons, Women, Visible Minorities and Persons with Disabilities.
With Winnipeg’s large and growing Aboriginal population, there is a special mandate focusing on Aboriginal youth.
OSHKI ANNISHINABE NIGAANIWAK

- Is the spirit name gifted by Elders from the Aboriginal community for the City of Winnipeg’s Aboriginal Youth Strategy.

- Additional information available at OAN booth.
OSHKI ANNISHINABE NIGAANIWAK

- It means Young Aboriginal People Leading, and the guiding principles are caring, sharing, kindness and truth.

- The City of Winnipeg’s strategy for Aboriginal youth is to provide youth positive and culturally appropriate programs and opportunities related to employment, literacy, and recreation in the community and civic system.

- Learn more by visiting: [www.winnipeg.ca/aboriginalyouth](http://www.winnipeg.ca/aboriginalyouth)
The City has jobs in many different areas:

- Administrative support and clerical
- Bus Operators
- Engineering and Technical
- Equipment or Facility Maintenance & Operations
- Finance and Accounting
- Fire/Paramedic
- Forestry and Horticulture
- Human Resources
- Information Technology
- Inspection and Regulatory
- Labour/Semi-Skilled

Our City, Your Career!
THE CITY HAS JOBS IN MANY DIFFERENT AREAS:

- Leadership/Management
- Legal Services
- Library
- Occupational Health and Safety
- Planning and Development
- Police
- Property Assessment and Evaluation
- Recreation, Sport and Community Development
- Skilled Trades (Mechanics, Carpenters, Electricians)
- Summer/Student
CAREER EXPLORER

For more information about what types of jobs the City has, visit the Career Explorer page at [www.winnipeg.ca/hr](http://www.winnipeg.ca/hr)

- The database is filled with hundreds of different jobs and you can learn more about the job and specific qualifications.
For more info on current jobs:

- Check [www.winnipeg.ca/hr](http://www.winnipeg.ca/hr) regularly.
- Visit Facebook or Twitter.
- Come to: Human Resources, Employment, Main Floor, 510 Main Street.
- Subscribe to our RSS Feed to receive regular updates on all new postings.
- Call 311 or TTY: 204-986-1311.
QUALIFICATIONS ARE IMPORTANT

- Each job has a list of qualifications.
- Be sure to show that you have these qualifications in your resume and cover letter.
- Qualifications could come from your education and training, from other jobs, or through volunteer work.
Did you know ...

- We have a few jobs that do not require completion of high school - these are usually jobs in our ‘Labour’ category.

- Most City jobs require at least high school graduation.

- Many more of our jobs require additional education such as certification programs, college diplomas, or university degrees.
APPLYING FOR A JOB

Applications are accepted for specific jobs currently posted.

Each job you apply for requires its own cover letter and resume.

Include all information requested.

Online applications highly preferred.
SOME JOBS REQUIRE YOU TO:

- Bring in your original **certificate** or **license**:
  - E.g. CPR, First Aid, Driver’s License.

- Bring in a **transcript** of your school grades.

- Be tested to **demonstrate** certain **qualifications**:
  - E.g. Computer skills like Word.

- Provide proof of a **Criminal Record Check**.
  - If you have a conviction or a charge, it may not prevent you from being considered. It will depend on the relationship of your charges/convictions to the specific job you are applying for.
We encourage you to self-declare during the application process if you are a member of one or more of these designated groups:

- Women
- Aboriginal Persons
- Visible Minorities
- Persons with Disabilities

You can self-declare on your online application or in your cover letter.
Be sure to complete all of the steps so that your application can continue through the selection process!
RESUME TIPS

- **Show** how you are qualified for the job.
- **Make** it easy to read.
- **Check** for spelling errors.
- **Keep** to approximately 3 pages in length.
REFERENCES ARE IMPORTANT

- From a supervisor at your current or previous job.
- From volunteer activities in the community.
- From teachers/professors.
- Personal references are not recommended.
The City has many career opportunities!

Be sure to visit all of the department displays for more information on the jobs that interest you!
INFORMATION TECHNOLOGY

IT careers are available in areas such as:

- Web Development & Support
- Infrastructure Provisioning & Support
- Application Development & Support
- Information Technology Management

Qualifications include:

- Community/Technical College Diploma or Computer Science Degree (depending on position)
TRANSIT BUS OPERATORS

We have many bus operators and we regularly need more!

Qualifications include:
- Minimum Grade 10 education.
- A full Valid Class 5 Driver’s License with 0 demerits.
- Customer Service Skills.
Many City employees provide emergency services!

Entry-level positions include:
- Firefighter Paramedic
- Paramedic
- Communications Operator

Please visit the Fire Paramedic display or [www.winnipeg.ca/fps/](http://www.winnipeg.ca/fps/) for more information on specific qualifications.
Many employees help to keep our City safe!

Entry-level positions include:
- Police Constable
- Police Auxiliary Force Cadet
- Civilian Member

Please visit the Police Service display or [www.winnipeg.ca/police/](http://www.winnipeg.ca/police/) for more information on specific qualifications.
ENGINEERING CAREERS

Are you an Engineer or studying to be one?

Visit the Engineering Careers link on www.winnipeg.ca/hr

If you meet the qualifications, resumes are accepted for current and future vacancies.
The following City Departments hire engineers:

- Planning, Property, and Development
  - E.g. Land Development and Riverbank Management Engineers

- Public Works
  - E.g. Traffic Management and Streets Planning Engineers

- Water and Waste
  - E.g. Wastewater and Project Engineers
FINDANCE

Are you looking for a career in Finance?
The City hires individuals for the following positions:

- Accounting Technicians
- Financial Analysts
- Accountants

Qualifications include:

- Completion or Enrolment in a Professional Accounting Designation Program (CA, CGA, CMA), depending on position.
The City hires individuals for Inspection and Regulatory work in positions such as:
- By-law Enforcement Officers
- Building Trades Inspectors
- Commercial Meter Readers

Qualifications vary depending on position, but generally require specialized education.
We also hire individuals for the following professional positions:

- Lawyers (Solicitors)
- Human Resources
- Planners
- Occupational Health and Safety
- Assessors and Appraisers

These positions typically require specialized post-secondary education.
LABOURERS/SEMI-SKILLED WORK

Types of positions include:

- Seasonal Labourer (Non-Student)
  - These positions are typically advertised early in the year.
- Landfill Helper
- General Maintenance Worker
CLERICAL, CASHIER, ADMINISTRATIVE SUPPORT

- Support positions are in most City Departments.
- A great way to get into the organization!
- The City hires Student, Full-time, Part-time, and Temporary positions in this area.
TECHNICAL ASSISTANTS, TECHNOLOGISTS AND TECHNICIANS

These positions are in many departmental areas:

- Planning, Property and Development
  - Geomatics, Plan Examination

- Public Works
  - Engineering, Forestry, Insect Control

- Water and Waste
  - Engineering, Water Services, Environmental Standards
INSTRUCTOR GUARDS AT POOLS

The City hires many Instructor Guards!

Qualifications include:

- Must be 16 years of age.
- National Lifeguards Award.
- Lifesaving and First Aid Instructor Certificate.
- Must successfully complete a pool test and health assessment.
311 CONTACT CENTRE

The City hires many Customer Service Reps!

- Do you have experience and a passion for customer service?

- Want to learn about all the services at the City of Winnipeg?

- Why not consider 311 as a career opportunity!
LIBRARIES

We are regularly looking for people to work in our Libraries. Positions include:

- Library Pages
- Library Service Assistants
- Librarians

Qualifications:

- Educational requirements range, depending on position.
PART-TIME, SEASONAL AND TEMPORARY JOBS

The City has many Part-Time, Seasonal, and Temporary jobs.

Starting in one of these positions can sometimes lead to Full-Time employment.

Start checking for Seasonal postings in January at: www.winnipeg.ca/hr

Check for Part-Time and Temporary positions year round.
SUMMER JOBS

There are many summer employment opportunities!

- Recreation Technicians:
  - Wading Pool Attendants
  - Youth and Pre-School/Children Program Leaders
- Student Labourers
- Technical Assistants
- Insect Control
- Student Meter Readers
- Clerical
- Parks Watch Ambassadors

Start checking for postings in January at: www.winnipeg.ca/hr
Did you know ...

**THE CITY HAS GREAT BENEFITS AND COMPETITIVE SALARIES**

- Once you have met the ***eligibility requirements***, there are benefits such as:
  - Dental Plan
  - Vision Care
  - Ambulance and Semi-private Hospital Room Coverage
  - Pension Plan
- There are also ***optional*** benefits that employees can purchase such as Extended Health and Travel.
The City is an interesting place to work! A place where you can make a difference in your community.

The City is committed to ensuring your work environment is **safe, healthy, and respectful.**
We are committed to ongoing learning and training, and offer personal, professional, and career development.

As you learn new skills, there may be opportunities for you to move to new jobs within the City.
For more information visit:

www.winnipeg.ca/hr