



Civil Technician

The Municipality of Alexander is seeking a Civil Technician to provide technical support for municipal projects. This role is responsible for maintenance planning for municipal drainage infrastructure, organizing our asset management program, and assisting with project administration. The Civil Technician reports to the Public Works Lead Hand and the Manager of Public Works and Utilities.

Roles and Responsibilities

- Drainage:
 - Perform surveys of municipal drainage infrastructure to build profiles for use in licensing applications and conducting maintenance.
 - Prepare and submit applications for drainage licenses, environmental approvals, and land use permits.
 - Plan, schedule, and execute maintenance (routine, preventative, and corrective) of municipal drainage infrastructure.
 - Ensure drainage infrastructure is accurately recorded within the GIS software, maps, and/or the asset inventory.
- Asset Management:
 - Continuous updates to the Asset Inventory to reflect asset acquisition, changes/maintenance, and disposal accurately.
 - Inspect, document, and report on the conditions of all municipal assets.
 - Assist in updates to the Asset Management Plan.
 - Prepare SOP's, technical reports, and memos to assist in asset data collection, condition assessments, and maintenance.
 - Draft policies for review on the municipality's asset management practices.
- Project Administration:
 - Assist the Manager of Public Works in preparing Requests for Quotations, Request for Decision, and Public Works Progress Reports.
 - Perform inspections to verify work is being performed in accordance with all contract, licensing, and permit requirements.
 - Facilitate the documentation and submittal of required information for DFA Claims during disaster events.
 - Review proposed subdivision plans and other engineering reports for deficiencies or missing information as per our Municipal Standards.
 - Assist the Utility Operators with utility locate requests.
 - Facilitate municipal project information with public works operators and/or contractors

Preferred Qualifications

- Civil Engineering Technology Diploma or equivalent combination of education and experience.
- Skilled in the use of GNSS, laser level, and LiDAR to perform drainage surveys for licensing and excavation.
- Strong software proficiency skills in the use of MicroSurvey CAD, GIS software (Catalis), and Microsoft Office programs (Word, Outlook, and Excel).
- Class 5 Manitoba Driver's License. Class 3 Manitoba Driver's License would be considered an asset.
- Proven experience in municipal, water resources, or civil construction projects.
- Experience with Asset Management practices.
- Willingness to undertake advanced training in all areas of Public Works and Utility functions.
- Critical thinking skills and an exceptional ability to deal with the public and staff in a tactful and diplomatic manner.
- IPWEA Professional Certificate in Asset Management Planning would be considered an asset.
- Water Treatment Class 1, Wastewater Treatment Class 1, Small System Water Works, and Small System Wastewater Works certifications are considered an asset.

To apply, please contact Jason Green, Manager of Public Works, Municipality of Alexander by email at pw@rmalexander.com. Any inquiries, can be made by phoning: 204-367-6186.

The position will remain open until it is filled. Posted on May 21, 2026.

Only candidates shortlisted for interviews will be contacted.