



EMPLOYMENT OPPORTUNITY

Closing Date: 2025/12/22

Project Officer Gillam, MB

Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers! We are a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that champions safety, supports innovation, and delivers on our commitment to customer service - while actively fostering a diverse, equitable, and inclusive workplace reflective of the communities we serve.

Great Benefits

- Competitive salary and comprehensive benefits package.
- Defined-benefit pension plan for long-term financial security.
- Nine-day work cycle, typically resulting in every other Monday off to support a balanced approach to work, family life and community.

Position Overview:

We are seeking a permanent Project Officer to join our Generation Operations & Maintenance Business Support Department in Gillam, Manitoba.

Responsibilities:

- Responsible for maintaining, monitoring and reporting on project schedules and cost estimate or assigned projects.
- Preparing project technical specifications and ensuring designs are in compliance with corporate and regulatory safety and environmental requirements and are consistent with the Corporations policies.
- Leading and facilitating communications, coordinating and scheduling consultants, contractors, suppliers, and Manitoba Hydro personnel to suit project requirements.
- Preparing reports for the Section Head with current status of project activities in the schedules, monitoring activity progress and providing recommendations on how to resolve problems or conflicts and/or how to gain improvements in the schedule.
- Participating in negotiations with contractors for performance of direct negotiated contracts and extra work within assigned limits, including interpretation of the contract.
- Prepare and implement project planning for small capital projects including (but not limited to): project charter, schedule, cost estimates, tender preparation, review, evaluation, negotiation and award of contracts, constructability review, schedule preparation and review, procurement, methods and sequences, roles and responsibility definition, and site logistics and staffing.
- Inform Section Head of proposed changes to project deliverables (i.e. scope, schedule, budget) and provide input for development of Capital Justification (CPJ) and/or Addendums.
- Participate in project meetings, prepare meeting minutes and coordinate completion of action items.
- Ensure all work is performed in accordance with Provincial and Federal Environmental Regulations and the Manitoba Hydro Environmental Management System.
- Review all contract documents, drawings, schedules and processes to ensure a complete understanding of the work and ensure all construction documentation is accurate, legible, complete, obtained in a timely manner, and properly archived for future reference.
- Maintain project cash flows, participate in financial forecasting process, and prepare financial variance explanations on assigned projects.
- Ensure field revisions to the work, sequence or process are submitted to the Section Head for approval at the appropriate time and the work does not proceed until authorized.
- Perform jobsite inspections individually, or as part of a team, on all aspects of the project to ensure compliance with drawings, specifications, quality assurance programs, accepted standards of workmanship, project schedule and other contractual requirements.
- With minimal supervision monitor, report and resolve interpersonal issues, create and support a collaborative project environment and communicates effectively with the project team members.
- Develop and maintain working relationships with project participants and liaise with local communities and businesses.
- Participate in the execution of Department Business Plans.

Qualifications:

- A two year diploma in Civil Technology from an institution of recognized standing plus completion of three accredited courses in project management and four years related to project management or construction
OR
- Completion of a certificate or diploma program in a related discipline (Carpentry, Construction Management) plus completion of four accredited courses in project management and a minimum of five years experience directly related to project management or construction.
- Proven ability to read and understand engineering drawings and specifications.
- Working knowledge of the Manitoba Hydro Safety Management System and Environmental Management System.
- Demonstrated computer knowledge, experience and proficiency. Including (but not limited to): Microsoft Office, DCO, EDMS, MS Project and SharePoint.
- Demonstrated ability to deal effectively with contractors and Manitoba Hydro personnel.
- Must be prepared to remain current in all aspects of the position which may include participation in seminars, or related computer and technical courses.
- Physically capable of performing duties.
- Possess and maintain valid Province of Manitoba Driver's Licence with appropriate class.

Northern Benefits

There are multiple stations in Gillam which generate and convert 70% of the electricity produced for Manitobans. This provides great experience and opportunities through project and maintenance work. Along with joining a great community, you may be eligible for:

- Corporate accommodations & transportation to and from site
- Medical & Northern travel trips and travel days (eligible for all family members)
- Northern allowance
- Northern vacation days, guaranteed overtime (OT) hours, & more!

There are many amenities in Gillam including a hospital, school, daycare, airport, train station, and a new Co-op food store. There is a state-of-the-art Water Treatment Plant & Recreation Centre plus the opportunity to participate in the best seasonal experiences & various outdoor activities (hunting, fishing, snowmobiling, boating & more). There are many employment opportunities for partners & family members.

- More information on Northern Benefits can be found at:
https://www.hydro.mb.ca/careers/benefits/#north_financial
- More information on Gillam can be found at:
<http://townofgillam.com>

Salary Range

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$39.18-\$54.24 Hourly, \$75,083.06-\$103,932.92 Annually.

Apply Now!

Ready to join a team that energizes Manitoba and puts safety, innovation, and inclusion at the heart of everything we do? Visit www.hydro.mb.ca/careers to learn more about this position and to apply online.

Application deadline: DECEMBER 22, 2025.

We appreciate your interest in Manitoba Hydro and thank all applicants. Only those selected for the next stage of the selection process will be contacted.

If you require accommodations during the recruitment process or need this posting in an accessible format, please let us know - we're committed to a barrier-free experience for all candidates.

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