

## Rural Municipality of Stanley

Invites Applications for a

### ***Public Works Project Coordinator***



Located in the hub of busy southern Manitoba, we are a strong & progressive municipality experiencing significant growth and development.

Reporting to the Public Works Foreman, the Public Works Project Coordinator is responsible for a variety of documentation and planning related functions of the Municipality. This position gathers information, provides documentation, support, and direction towards projects, all while working together with our operational departments representing the Municipality.

The successful candidate will possess strong analytical and organizational skills, knowledge of mapping, basic computer program knowledge. Civil construction experience and GPS experience is considered an asset

Skills and Abilities:

- Exceptional analytical and organizational skills.
- High degree of professional judgment and creativity in problem solving.
- Ability to take direction and think critically.
- Works well in a team and alone.
- Ability to communicate with tact and diplomacy both verbally and in writing.
- Able to process, interpret, and communicate technical information.
- Very detail orientated.
- Strong aptitude for public service.
- Experience with office suite
- Has a valid Class 5 driver's license

Interested applicants should forward their resume and cover letter to the undersigned.

The RM of Stanley offers a positive work culture, competitive compensation, health benefits package and pension plan.

*Please note that only those applicants selected for interviews will be contacted.*

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