

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 maintains the roads and clears the snow in the winter?
- Who provides public transportation?
- Who opens and makes sure that wading pools are safe?
- How do we maintain a great selection of books at the library?

City of Winnipeg Employees!

Diversity & Inclusion

- The City has and continues to attract **a diverse skilled workforce**. We want to represent and be reflective of the community we serve.
- Our commitment to have a diverse and inclusive workplace means we strive to remove barriers for qualified applicants.



Oshki Annishinabe Nigaaniwak

- With Winnipeg's large and **growing Indigenous population**, there is a special mandate focusing on **Indigenous youth**.
- The City of Winnipeg's strategy for Indigenous youth is to provide youth positive and culturally appropriate programs and opportunities related to employment, literacy, and recreation in the community and civic system.
- **Oshki Annishinabe Nigaaniwak** is the spirit name gifted by Elders from the Indigenous community for the City of Winnipeg's **Indigenous Youth Strategy**.
- It means **Young Indigenous People Leading**



French Language Services

Language barriers can lead to miscommunication, therefore, the City of Winnipeg ensures that French language services are actively offered.*

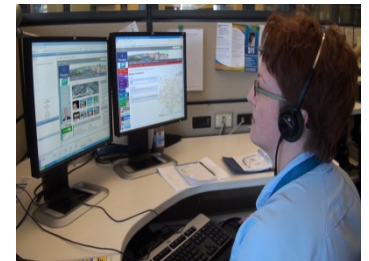
The concept of active offer means that services in French, regardless of medium, are **readily available and easily accessible** to the general public, and of **comparable quality** to those offered in English.



**Section 462 of Part 9 of the City of Winnipeg Charter*

The City of Winnipeg 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
- Labourer



Our City, Your Career!

- 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)
- Seasonal/Summer



For More Information on Current Jobs

- Check www.winnipeg.ca/hr regularly
- Follow us on LinkedIn, Facebook or Twitter
- Come to: Human Resources, Diversity & Recruitment, 4th Floor – 180 King Street
- 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.
- Review conditions of employment and ensure you are able to meet these conditions.

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 or an equivalent combination of skills and experience.
- 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 advertised jobs. We do not accept general resumes.
- Each job you apply for requires its own cover letter and resume.
- Include all information requested. Applications submitted without required documentation will not be considered.
- Follow all instructions on the job posting.
- **Be sure to complete all of the steps so that your application can continue through the selection process!**

Some Jobs Require You To:

- **Provide documentation** such as certificates, licenses or transcripts.
 - E.g. CPR, First Aid, Driver's License, Notice of In Force
- **Complete testing** to demonstrate qualifications.
 - E.g. Computer/Software Skills like Microsoft Word
- **Provide proof of a Criminal Record Check/Police Information Check (wait to apply until you are asked)**
 - 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.

Self-Declaration

- We encourage you to self-declare during the application process if you are a member of one or more of these designated groups:
 - Indigenous Persons
 - Visible Minorities
 - Persons with Disabilities
 - Women
- You can self-declare on your online application or in your cover letter.

Resume Tips & References

- Show how you are qualified for the job.
- Make it easy to read.
- Check for spelling errors.
- Keep to approximately 2-3 pages in length.
- Personal references are not recommended.
- References can be from a supervisor at your current or previous job, volunteer activities in the community, and/or teachers/professors.

Interview

Behaviour based questions are often used in our interviews.

- Example: Tell me of a time that you demonstrated excellent customer service, what happened and what was the result.

Your answer should follow the STAR model! Describe the:

Situation

Task

Action

Result

Professional Development

- We are committed to ongoing learning and training, and offer personal, professional, and career development. You will have the opportunity to learn and grow.
- As you learn new skills, there may be opportunities for you to move to new jobs within the City.



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**
 - **Pension Plan**
- There are also **optional** benefits that employees can purchase such as Extended Health and Travel.

Our City, Your Career!

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.

