

## SOLID WASTE

The **Solid Waste Department** strives to offer efficient waste removal to all residents of Steinbach as well as landfill use to outside municipalities. This department also has a community composting program at the landfill to help divert compostable yard and garden materials from the other garbage. They also work on other green initiatives such as hazardous waste recycling and oil recycling.

Positions in this department include:

- Department Head
- Lead Hand
- Maintenance / Operator
- Landfill Attendants
- Waste Removal Operators
- Solid Waste Office Administrator

## ENGINEERING

The **Engineering Department** works at planning and designing municipal infrastructure. This includes project management, record keeping, capital project budgeting and the control of development within the public right-of-ways.

Positions in this department include:

- City Engineer
- Engineering Technologist

## PLANNING & ZONING

The **Planning & Zoning Department** is responsible for City planning and zoning, property and building related bylaws, administration and enforcement of the Manitoba Building Code, Fire Code and Plumbing Code, as well as the maintenance of all City-owned buildings. At times, this may include contracting out inspection services to other municipalities.

Positions in this department include:

- Department Head
- Building & Bylaw Officers
- Community Services Officer
- Planning & Zoning Clerk
- Building Maintenance

## A JOB YOU LOVE AND SO MUCH MORE!

Not only does the City of Steinbach offer you the chance to challenge yourself and work in a job that you will enjoy, we also provide you with an impressive benefits package. (Some benefits may apply only to full-time staff)

Some of the City's benefits include:

- Excellent employee training and professional development opportunities
- A comprehensive group insurance plan, including health, dental, life, and short and long term disability
- A registered pension plan where the City matches the employee's contribution
- A cost-shared fitness program
- A clothing and safety boots allowance
- Up to 7 paid health care days per year
- Employee involvement - Join one of the different committees and groups, such as the Social Committee or Workplace Safety & Health Committee. It is your opportunity to speak up and help change your workplace for the better.
- Employee recognition - The Employee STAR (Special Thanks And Recognition) program rewards employees for going above and beyond their job duties. Long Service Awards recognize employees' years of service to the community.
- WE HAVE FUN!! Social events throughout the year include an employee & family summer picnic, Christmas celebration, golf tournament and more!

Check out [www.steinbach.ca](http://www.steinbach.ca) for current employment opportunities with the City of Steinbach.

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## CITY DEPARTMENTS



*Serving the Community*



*Consider a career with the City of Steinbach -  
Opportunities and challenges await!*

## CORPORATE SERVICES

The **City Manager** is the administrative head of the City and is directly accountable to City Council and indirectly accountable to all Steinbach citizens. The City Manager is responsible for the effective overall management and leadership of the organization as well as implementing the directions of City Council and leading the employees of the City in executing the strategic plans of the community.

The **City Clerk** performs a variety of administrative work in the administration of the City government, including planning, organizing and maintaining the records management system as well as communicating official plans, policies and procedures to staff and the general public.

**Human Resources** performs administrative and accounting duties relating to the payroll and human resources systems of the City to ensure legislative and financial compliance relating to salary, benefits and employee information.

The **Finance Department** is responsible for all financial operations of the City ensuring that statutory requirements consistent with established and generally accepted accounting and auditing procedures are met. The department also coordinates information technology, communication plans, property taxation, long range financial planning, debt financing, budget and capital improvement programs for the City.

Positions in this department include:

- City Manager
- Corporate Services Manager
- City Clerk
- Human Resources / Payroll Manager
- Finance Manager
- Payroll Technician
- Information Systems Manager
- Technical Support Analyst
- GIS Technician
- Accounting Clerks
- Administrative Assistant
- Communications Coordinator
- Tax Clerk
- Utilities Clerk
- Billing Clerk
- Receptionist
- Emergency Planning Coordinator
- Safety & Health Officer

## PARKS & RECREATION

The **Parks & Rec Department** provides recreational opportunities to the citizens of Steinbach and general public. This is achieved through the provision of recreational programming, building and management of facilities such as the arenas and Aquatic Centre, and the development and maintenance of parks and green spaces.

**Parks/Arena Maintenance** involves a variety of maintenance and operational duties in parks, recreation facilities, grounds, arenas, including equipment maintenance.

**Recreation Programming** is responsible for effective scheduling of City recreation facilities. This department assists organizations and individuals in identifying and developing action plans to respond to community based needs, thereby promoting sport, recreation and leisure programs in the City.

The **Beautification Department** looks after the planning, planting and maintenance of the many flower beds, parks, and planters throughout the City.

The **Aquatic Centre** is a facility which offers year-round services, programs and activities for Steinbach residents and visitors to the area. The facility includes a lap pool, a leisure pool with beach entry and feature sprays, two waterslides, and a lazy river. There is also a seasonal outdoor pool and splash park.

Positions in this department include:

- Department Head
- Lead Hand
- Recreation Programmer
- Landscape Technician
- Grass Mowers/ Trimmers
- Parks/Arena Maintenance
- Cemetery Maintenance
- Beautification Maintenance
- Aquatic Centre Manager
- Deck Supervisors
- Pool Maintenance
- Instructor/Guards
- Membership Services Staff

## WATERWORKS

The **Waterworks Department** is responsible for the treatment and distribution of potable water, as well as the collection and treatment of wastewater for the residents of Steinbach. This includes tasks such as daily water testing, well monitoring, chemical testing and monitoring, data entry, maintaining and repairing all underground piping, line repairs, yearly hydrant testing, water meter installations and readings, and maintenance of lift stations and proper lagoon levels.

Positions in this department include:

- Department Head
- Lead Hand
- Water Treatment Plant Operator
- Wastewater Treatment Operator
- Water Meter Maintenance
- Water Wastewater Maintenance
- Labourers

## PUBLIC WORKS

The **Public Works Department** looks after the maintenance of Steinbach's streets, boulevards, sidewalks, traffic services, drainage systems, public parking lots and airport. This includes gravel road maintenance and dust control, street sweeping, snow removal and ice control, traffic sign maintenance and line painting.

Positions in this department include:

- Public Works Department Head
- Public Works Lead Hand
- Receptionist / Dispatch
- Maintenance / Operators
- Labourers

