



EMPLOYMENT OPPORTUNITY

Closing Date: 2026/04/06

Project Scheduling Officer Winnipeg, 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.
- Flex-time and partially remote work schedule (providing the option to work remotely 3 days per 2-week period), depending on nature of work, operational requirements and work location.

Position Overview:

We are seeking a permanent Project Scheduling Officer to join our Project Services Department in Winnipeg, Manitoba. Under the general direction of the Planning and Scheduling Section head, responsible for working within project teams to develop, analyze, monitor, and report on resource loaded comprehensive project schedules for capital and maintenance investments carried out by the Asset Management Division.

Responsibilities:

- Develop thorough understanding of the comprehensive schedule for project(s), including scope and duration estimates.
- Responsible for collaborating with project teams in establishing, coordinating, and monitoring multi-staged project schedules for procurement, supply, manufacturing, and construction (including CPM, milestone schedules and reporting systems, recommendation of corrective measures).
- Collaborate with project teams to develop, prepare, analyze, monitor, and maintain schedules, including scenario analysis, what-if analysis, trend analysis, and resourcing for the department and division using Primavera P6.
- Assess deviations and record the changes to scopes of work, project schedules, and/or form recommendations on how to resolve problems or conflicts.
- Develop and maintain resource loaded schedules to facilitate resource-specific job planning commitments.
- Develop, implement, evaluate, and maintain historical project information. Use information for future project schedule and resource forecasting.
- Drawing upon a sound understanding of the principles associated with project management, including the design, procurement and construction of generating assets and contribute to discussions between project participants and seek out opportunities for efficiencies.
- Initiate discussions with Project Managers and project teams to proactively manage project issues and seek out opportunities for efficiencies, assess deviations to the project schedules and budget, and provide recommendations on how to deal with their impact.
- Contribute to the development of scheduling standards for the division.
- Maintain familiarity with industry trends in project management.

Qualifications:

- Two-year diploma in Electrical, Civil, Mechanical or Construction Technology from an institute of recognized standing plus three accredited project management courses with a minimum of four years' directly related experience including one of project delivery experience;
OR
- Certificate in related discipline plus four accredited project management courses with a minimum of five years' directly related

experience including one of project delivery experience.

- Working knowledge of Project Management principles.
- Direct experience with the application of Primavera to develop schedules for construction projects is considered an asset.
- Excellent skills in preparing and maintaining spreadsheets in MS Excel. Must have strong software skills in standard Microsoft applications.
- Demonstrated ability in the use of SAP to oversee capital budgets is desirable.
- Ability to plan, organize and control activities of various concurrent work assignments within the area of responsibility.
- Possess good judgement with proven ability to plan, organize, act independently, and complete assignments with minimum direction.
- Demonstrated strong interpersonal skills with the ability to cooperate with Corporation employees, Consultants, and Suppliers and Contractors at all levels.
- Possess an appreciation of all aspects of project management and related fields of engineering.
- May be required to work at project sites throughout the province at times.
- Possess and maintain a valid Manitoba Driver's Licence.

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: APRIL 6, 2026.

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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