



EMPLOYMENT OPPORTUNITY

Closing Date: 2026/08/10

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.

Position Overview:

We are seeking a Project Scheduling Officer to join our Projects Service Department. Under the general direction of the Planning and Scheduling Section Head, this position is responsible for working as a project lead to develop, monitor, report and analyze resource loaded comprehensive project schedules for enterprise capital investments, including Advance Metering Infrastructure (AMI) and Business Operating Capital (BOC).

Responsibilities:

- Lead project teams to develop, prepare, monitor, maintain and analyze schedules, including resourcing, for large-scale strategic projects using Primavera P6 software.
- Develop and maintain resource loaded schedules to facilitate resource-specific job planning commitments.
- Within bounds of discretion and management precedent, respond to complex queries not covered by existing scheduling processes and procedures.
- Generate and enhance processes, tools and reports at the division, department or section level to assist with analyzing the actual and forecast labour requirements; identify when there is a conflict between requested work and available resources and provide recommendations on corrective actions.
- Facilitate 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 guidance on how to deal with their impact.
- Make contract recommendations and analyze schedule progress of contractors and/or suppliers.
- Develop expertise through review of relevant industry information to assist strategic project teams in implementing effective processes and solutions.

Qualifications:

- A two-year diploma from an educational institution of recognized standing plus completion of three accredited courses in project management and courses in leadership, and a minimum of six years related experience;
- OR
- A certificate plus completion of four accredited courses in project management and courses in leadership, and a minimum of seven years related experience. Awareness of the fundamentals of electrical, civil, and mechanical disciplines.
- Strong interpersonal and communication skills and ability to interact effectively with all levels of staff and external stakeholders such as consultants, suppliers and contractors.
- Ability to work under minimal supervision.
- Demonstrated knowledge of the principles of project management including estimating, scheduling, cost control, risk management and change control.
- Experience in the use of SAP and P6 to oversee capital budgets and schedules would be considered an asset.
- Strong computer skills including experience with scheduling software and the Microsoft Office suite of software.

- Experience related to large-scale new projects associated with transmission, distribution, HVDC or natural gas plant operation as it relates to design, construction and commissioning activities would be considered an asset.
- Additional formal project management education and/or PMP and/or AACE designation or other similar certification would be considered an asset.
- Organizational and leadership abilities.
- Possess a valid Province of Manitoba Driver's Licence.
- Must obtain and maintain a current Personnel Risk Assessment and a "Clear" security rating in accordance with Manitoba Hydro policy P513.
- Critical Infrastructure Protection (CIP) Training is required and must be completed prior to transfer date and renewed annually.

Salary Range

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$43.35-\$59.82 Hourly, \$83,070.78-\$114,625.68 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: AUGUST 10, 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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