

## **Job Position: Water Quality Reporting Assistant**

**Department:** Manitoba Environment and Climate Change

**Section:** Water Quality Management

**Location:** Winnipeg, Manitoba (office)

**Website:** <https://www.manitoba.ca/sd/water/lakes-beaches-rivers/index.html>

**Salary:** \$18.27/hr for students (STEP, Co-op)

**Additional Info:** Full-time position (40 hours per week)

**Period of Employment:** May 6 to August 30, 2024

**Application Deadline:** April 24, 2024 (4:30 pm CST)

### **JOB DESCRIPTION**

The student will be working under the mentorship and supervision of a Senior Water Quality Specialist in the Water Science and Watershed Management branch. The student will assist with several priority projects related to water quality and ecosystem health reporting across Manitoba. The student will assist with literature reviews, organizing and collating databases, quality assurance/quality control of data, statistical analyses, data interpretation, report writing, and developing presentations. The student will also assist with data requests from internal and external partners and agencies. The position exposes the student to a wide variety of water quality related research projects and scientific studies in the Water Quality Management Section (WQMS).

### **REQUIREMENTS AND QUALIFICATIONS**

- Must be a returning post-secondary student with some coursework and interest in the environmental sciences. Preference will be given to students with relevant coursework in the aquatic sciences (e.g., limnology, chemistry, aquatic botany, algal ecology) and mathematics (e.g., statistics).
- Must be registered with STEP services (<https://www.gov.mb.ca/csc/step/>).
- Experience with water quality sampling and/or experience with water quality data would be an asset.
- Must be reliable, self-motivated, and a quick learner.
- Must be able to work independently under minimal supervision, have the ability to organize workloads in order to meet time-sensitive deadlines, and be able to adapt to new situations quickly.
- Must have excellent organizational skills and attention to detail.
- Must be fluent in English and possess excellent verbal and written (e.g., report writing) communication skills.
- Must exhibit strong interpersonal skills with the ability to work cooperatively in a team environment.
- Must be able to problem solve with limited time and resources.
- Must have strong computer skills with experience using Microsoft Office (e.g., Excel, Word, PowerPoint) or other comparable software applications.
- Must have statistical analysis expertise including being proficient in R software.
- Must be legally entitled to work in Canada.

## **RESPONSIBILITIES AND DUTIES**

The position entails primarily office-based work including, but not limited to:

- Assisting with updating the provincial Water Protection Handbook.
- Assisting with completing literature reviews related to contaminants in wastewater, surface water, sediment, and/or fish tissue.
- Performing statistical analysis (using R software) of large water quality datasets, interpreting the results, and summarizing in a report.
- Assisting in the development of scientific presentations to be delivered to a variety of audiences.
- Formatting water quality documents (e.g., reports, letters, brochures) communicating the findings of scientific studies related to water quality.
- Assisting with completing data requests.
- Attending meetings (internal and external), taking notes, and maintaining information logs.
- Assisting with preparation and maintenance of water quality sampling equipment

## **WORKING CONDITIONS**

- Requires efforts typical of an office environment (8 hours per day).
- May, on occasion, be required to undertake field activities (e.g., water sampling) which would require specialized training.

The Water Quality Management Section provides services to protect, maintain, and rehabilitate the quality of Manitoba's aquatic ecosystems. Protecting water quality is essential to ensure that water is available for all current and future designated uses and ecosystem needs. Visit our [website](#) for more information.

**Your cover letter and resume must clearly indicate how you meet each of the stated requirements and qualifications.**

**We thank all applicants; however, only those selected for further consideration will be contacted.**

### **How to Apply:**

Please send a cover letter and resume via email to:

Andrew Burton  
Senior Water Quality Specialist  
Manitoba Environment and Climate Change  
Box 14, 14 Fultz Boulevard, Winnipeg, Manitoba, R3Y 0L6  
Email: [Andrew.Burton@gov.mb.ca](mailto:Andrew.Burton@gov.mb.ca)

**Posting is subject to funding approval.**