

# Manitoba Government Job Opportunities

## Radio Operator, Clerk

### CL2 Radio Operator, Clerk

Term/full-time  
(Recallable)  
42 weeks

Department of Natural Resources and Northern Development  
Wildfire Services, Resource Management and Protection  
Thompson MB

**Advertisement Number:** 40744

**Salary(s):** CL2 \$1,373.88 - \$1,566.00 bi-weekly Plus Remoteness Allowance, if applicable.

**Closing Date:** April 3, 2023

**The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).**

**Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities.**

**An eligibility list may be created for similar positions and will remain in effect for 12 months.**

**Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.**

### Introduction

This is a full-time position during the fire season to start as soon as possible and will end in 42 weeks. If staffing plans are approved (each year) then the candidate is recalled to this term position to work another 42 weeks. The position will be located in Thompson in Northern Manitoba approximately 760 kilometers from Winnipeg, MB.

### Conditions of Employment:

- Must be legally entitled to work in Canada
- During the summer months, must be available to work weekends and extended hours on short notice.
- Must be able to travel to remote locations occasionally.

### Qualifications:

#### Essential:

- Experience performing administrative and clerical duties including: reception, data entry, filing, photocopying and faxing.
- Experience using Microsoft Office, including Word, Excel and Outlook or equivalent software applications.
- Strong organizational and time management skills with the ability to organize and prioritize work to meet strict deadlines.
- Excellent attention to detail and accuracy.
- Ability to work independently with minimal supervision.
- Strong interpersonal skills with the ability to work in a team environment.
- Strong verbal communication skills.
- Ability to handle sensitive material in a confidential and professional manner.

#### Desired:

- Experience operating a two-way radio.

### Duties:

The incumbent will be responsible for operating a two-way radio network to track and record aircraft and personnel movement within the region as well as providing clerical support for the Regional Wildfire Centre. During the wildfire season this position will work in a fast paced and dynamic environment and be expected to contribute as a team member.

### Apply Now:

Advertisement # 40744  
Service Centre 4  
Human Resource Services  
600-259 Portage Avenue  
Winnipeg, MB, R3B 2A9

Phone: 204-945-7518  
Fax: 204-945-0601  
Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)

**WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

**Alternate formats available upon request**