



## Locate Administrator (Brandon, MB)

### Description

**WESTMAN COMMUNICATIONS GROUP** (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team! Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve.

### What we have to offer:

- Competitive compensation package.
- Comprehensive group benefits plan (extended health; life; dental; vision; GRRSP; and health and wellness).
- Various Learning and Development initiatives, and opportunities to grow within our team!
- Opportunity to participate in company events and activities and enjoy our company perks!

### What you'll do:

- Receive, process, and dispatch locate requests for Westman Communications Group (WCG) projects, managing and updating all requests within QuickBase and CSG.
- Ensure all requests are responded to, scheduled, and completed in a timely manner; provide necessary follow-ups.
- Read plant maps and consult with internal stakeholders as required, escalating concerns as

### Closing Date

January 9, 2026

### Categories

Rural Opportunities

### Employer

Westman  
Communications  
Group

### Location

Rural

### Address

1906 Park Avenue  
Brandon, R7B0R9

### Job Type

Full-time

### Education Level

High School

needed.

- Assist in ensuring current maps are registered with Utility Safety Partners.
- Facilitate contractors to perform underground plant locates, including administration and troubleshooting.
- Communicate with external contractors and corporate partners related to priorities, milestones, and deliverables.
- Create and provide reports for work completed and projected volumes, as needed.

## **Qualification**

### **What you'll bring to the team:**

- Minimum Grade 12 or equivalent is required. A post-secondary diploma or degree in technology, business administration, trades, or a related field would be considered an asset.
- Minimum one-year experience related to utility service lines or general construction is required.
- Experience with GIS mapping, QuickBase, and/or CSG is considered an asset.
- Experience within the telecommunications industry or permitting and construction experience is considered an asset.
- Demonstrated ability to read and understand maps and satellite images.
- Demonstrated ability to handle sensitive and proprietary information with complete confidentiality.
- Proficiency with Microsoft Office 365 Office (Outlook, Word, Excel, SharePoint, OneDrive).
- Must hold and maintain a valid driver's license.