



Administrative Clerk – Public Works
Permanent Full-Time
J0324-0193

The Town of New Tecumseth is looking for an Administrative Clerk – Public Works to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Provides clerical support, administrative duties, and reception services for the Public Works.

How you contribute to our organization:

- Provides telephone answering services for the Public Works Department. Responds to customer complaints and inquiries via telephone and/or email and/or in person. Records messages for outside staff, directs calls to other appropriate staff and responds to requests for service.
- Prepares reports, memos, and correspondence from written copy, or verbal direction. Creates and maintains databases and spreadsheets for record keeping and reports. Files reports, processes mail, schedules appointments, and receives and/or codes invoices for payment.
- Prepares handouts and agendas and documents minutes for meetings as required.
- Receives, creates, and follows up on Requests for Service utilizing the Computerized Maintenance Management System (CMMS). Maintains records and produces monthly reports from the CMMS database.
- Receives applications for various permits and programs, collecting appropriate fees. Maintains database records on applications.
- Assists Staff with the administration of various programs (e.g. Road Occupancy Permits, Entrance Permits, Curb Cuts, Garbage Tags, Community Transportation Rebate, etc).
- Completes various other monthly reports such as monthly fuel consumption report for Public Works vehicles and monthly grader report, water meter inspection report, On-call Trending report.
- Administration and/or coordination of Town programs (e.g. Adopt-A-Road, Tree Maintenance, etc).

What you bring to the team:

- Requires successful completion of Community College level certificate in Business Administration or related field.
- Requires 2-3 years of experience in a busy office environment that focused on dealing with the public on a regular basis.
- Experience in a Public Works Office would be an asset.
- Proficient computer skills in Microsoft Office, i.e. Word and Excel. Experience with Adobe Acrobat considered an asset.
- Verbal and written communication skills required to communicate information to the public in an appropriate manner.
- Ability to deal with difficult members of the public with tact and diplomacy while continuing to provide good customer service.
- Ability to organize work and prioritize effectively to meet deadlines.

Salary: \$48,776.00 - \$60,951.80, plus employer paid benefits and OMERS pension plan
Hours: 35 hours per week, Monday through Friday
Start Date: April 15, 2024

To apply, please submit a cover letter, resume and copies of the required credentials (certificate, training, etc) by March 29, 2024.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0324-0193&BRID=EX263794&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.