



Operations Clerk – Water/Wastewater
Permanent Full-Time
J0124-0894

The Town of New Tecumseth is looking for an Operations Clerk – Water/Wastewater 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

Administers, monitors, and develops, through continuous updates, all aspects of tracking, scheduling and reporting on activities within the Water and Wastewater Business Units, in an effort to improve efficiencies and reduce overall operational costs.

How you contribute to our organization:

- Perform all aspects of administrative work related to the operations of the Water and Wastewater business units including, but not limited to, generating reports, creating and reviewing spreadsheets, charts, letters, memos, forms and documents.
- Use CMMS to monitor our work order system, preventative maintenance, and spare parts inventory. Provide support to system users as required and assists with the development and enhancement of preventative maintenance programs in accordance with manufacturer recommended instructions.
- Process, track and file aspects of work orders, purchase orders and invoices related to equipment maintenance costs and efficiency. Develop and maintain an inventory of parts and supplies to assist with the efficient completion of required and operational activities.
- Effectively accept and track all incoming shipping and receiving activities for the department at its main delivery hub.
- Co-ordinate, lead and monitor contractor inspections of equipment required through the department facilities to align with the preventative maintenance program i.e. flow meters inspected and calibrated annually, fire alarms, lab analytical equipment and safety equipment. Ensure that the inspection results are properly monitored and completed for the department.
- Write RFQs, RFPs, Memos and Reports as required for Water and Wastewater business units.

What you bring to the team:

- Requires a post-secondary certificate in Business Administration, Office Assistant or related field.
- 2-3 years' experience within a related clerical role.
- Requires computerized maintenance management administrator or equivalent experience.
- Must have advanced working knowledge of Microsoft programs such as Word, Excel, Project, Outlook, Teams, Powerpoint, as well as the Internet. Must have demonstrated strong computer skills, a working knowledge of relational databases and the ability to learn new software as required.
- Experience in or related to water and/or wastewater operations as well as Ministry of Environment licenses would be an asset.
- Requires a valid G level driver's licence in good standing.

Salary: \$48,776.00 - \$60,951.80, plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week, Monday through Friday

Location: Alliston, Ontario

Start Date: April 2, 2024

To apply, please submit a cover letter, resume and copies of the required credentials (certificate, training, etc) by March 1, 2024.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0124-0894&BRID=EX259418&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.