



Development, Engineering, and Sustainability (DES) Clerk (Temporary, Full-Time) - 1308

Close Date

April 11, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops has a temporary, full-time opportunity for a Development, Engineering, and Sustainability (DES) Clerk, whose responsibilities include receiving and processing applications, maintaining departmental file systems, compiling statistics for reporting purposes, receiving cash, processing mail, and providing relief and clerical assistance for many of the internal divisions. If you are someone, who shares our corporate values of resiliency, purpose, trust, inclusivity, health conscious, and cooperation, then the Development, Engineering, and Sustainability Department is the place where you can grow your career and is the gateway to future opportunities!

The successful candidate must have the following qualifications:

1. Completion of secondary school or its equivalent.
2. Completion of post-secondary computer courses or experience in intermediate Word and intermediate Excel as demonstrated through testing (70% pass required).
3. Minimum one year's previous experience in a development and planning office environment, including processing Building Permits, accepting development applications, and answering inquiries from the public related to development and engineering services.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

Please note this is a temporary position until approximately March 31, 2025 or return of incumbent.

Hourly Rate

\$31.87

Hours & Days of Work

Monday – Friday:

8:00 AM - 4:00 PM (summer)

8:30 AM - 4:30 PM (winter)

Hours per Week

35



Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.