

Closing date: July 3rd, 2024

Salary: The hourly wage range for this full-time, unionized position is \$35.01 – \$36.83 (2024 rates)

Duration: This is a temporary contract position that ends December 31, 2024

Hours: 40 hours per week

How to apply: Submit a current application which includes a current cover letter and resume.

About the City of Welland... At the City of Welland, we're continuously rewriting our story. Not because we don't know where we're going, but because we are constantly reaching for new heights, engaging in new approaches, and pursuing what many believe to be unattainable or too ambitious. At the City of Welland, we're not satisfied with the status quo. And we're certainly not satisfied with doing things simply because that's how they were done in the past.

We expect our population to increase to over 80,000 in the next 20 years, and serving a diverse, growing community requires strategic thinkers, norm breakers, and passionate civil servants. In Niagara, Welland's growth leads every other municipality, and the City is becoming the region's heartbeat. So, we invite you to author your chapter and contribute to the overall body of work the City of Welland is creating. At the City of Welland, your ideas are nurtured, your input is invited, a healthy work-life balance is available, and most importantly, your voice will make a difference. So, if that sounds like something you want to be a part of, we want to hear from you. We're ready when you are.

About the position... Reporting to the Director of Infrastructure Services, this position provides support and frontline service to the Engineering Division and the public. The Engineering Clerk is responsible for performing general administrative duties, as well as providing assistance to Engineering Division staff with day-to-day organization and coordination as well as the preparation of tender calls, agreements, invoicing, reports and correspondence. This position is also responsible for assisting in the coordination and preparation of payroll for departmental staff and assisting in the preparation of work order statements and cost organization.

You can view a detailed job description by visiting our website at <https://myavanti.ca/WorkAtWelland/>

The City of Welland is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. In addition, the City of Welland is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.

All applications are held in strict confidence. We thank all applicants for their interest; however, we will only contact those selected for an interview. No phone calls, please.

Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and is for employment assessment purposes only.