



DISTRICT OF SAANICH
ENGINEERING
PUBLIC WORKS
SUPPORT SERVICES

PUBLIC WORKS CLERK II Temporary (18 months); Full-Time Position

Are you customer service driven, enjoy working in a fast-paced dynamic environment, able to direct the work of a high performing team, and able to communicate effectively both orally and in writing? If so, the District of Saanich has an opportunity for you!

We are recruiting for a Public Works Clerk II to join our team! This position directs, oversees, and participates in the work of a skilled team of Public Works Clerks and performs administrative and clerical duties including relief coverage assignments.

The successful candidate is enthusiastic for front line customer service while assisting internal and external customers with professionalism, courtesy and tact. The Public Works Clerk II develops, plans, assigns, reviews, coordinates, and participates in the work of the Public Work Clerks and assists with staff training, orientation, evaluations, reviews, and appraisals.

Requirements include Grade 12 or equivalent plus a one-year certificate in office administration practices; two years' experience directly related to the duties and responsibilities specified above including relevant experience training staff and customer service; demonstrated ability to develop and implement training plans; effective oral and written communication skills. Successful completion of a supervisory course, recent supervisory experience, and Occupational First Aid Level II are all considered an asset. Candidates with a combination of education and experience may be considered.

The successful candidate will work Monday to Friday, hours may vary depending on operational need between 7:00 a.m. – 4:30 p.m. (8 hours per day, 40 hours per week).

This is a C.U.P.E. Local 2011 position with a wage of \$37.95 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on February 5, 2025 quoting competition 24347.** In addition to the interview process, testing will be conducted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value the diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. **We thank all applicants for applying. Only those under consideration will be contacted.**