



**District of Taylor
Employment Opportunity**

**Operations and OHS Assistant – District Office
(Full Time Permanent Position)**

Are you a self-starter who likes the challenge of a diverse workload? Do you understand the importance of working as a strong team member? Do you have experience in a government, industry or land/surveying business setting, excellent customer services skills and a professional demeanor? The District of Taylor is accepting applications from individuals who can provide exceptional service and have a desire to grow within our organization.

Reporting to the Director of Protective Services/Fire Chief, the Operations and OHS Assistant is responsible for acting as the liaison between the Protective Services and Public Works Departments and Municipal clients. Duties include providing administrative support for Building, Bylaw, Fire, Public Works, and the Emergency Operations Centre. The position also provides administrative support to the Health and Safety Committee as well as occasional relief for front office and reception staff. For the complete job description and more information about Taylor, BC, check out www.districtoftaylor.com.

The successful applicant will have strong interpersonal, customer service, written and organizational skills, the ability to work with a diverse group of people, adapt to varying workloads including working on multiple projects at one time, and be highly proficient in MS Word and Excel. Emergency Management Certification is preferred.

The position is full time at 35 hours per week, from 8:30 a.m. – 4:30 p.m. including a one-hour lunch break during a Monday to Friday work week. Compensation range is \$26.04 – \$33.85 per hour to start and supplemented with an exceptional benefit package. Compensation will be based on a combination of the successful applicant's education and experience. The incumbent will also be expected to sign a confidentiality agreement and provide a clean criminal record check.

With your resume, please provide a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until 12:00pm, December 20, 2024, or until the position is filled.

Please ensure that your submission clearly identifies the position being applied for and address your application to:

District of Taylor

Attn: Mike Whalley, Interim Deputy Corporate Officer Email: recruitment@districtoftaylor.com

Box 300

Taylor, BC V0C 2K0

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.



DISTRICT OF TAYLOR

Operations and OHS Assistant

Job Description

Title: Operations and OHS Assistant

Date: December 7, 2023

Department: Protective Services

Job Category: Clerical

Reports To: Director, Protective Services

Position Number:

Interacts With: Managers, Staff, Council, Public

Grade Assignment: 5

General Summary:

The Operations and OHS Assistant is responsible for acting as the liaison between the Protective Services and Public Works Departments to municipal clients. Administrative support is provided for Building, Bylaw, Fire, Public Works, and the Emergency Operations Centre. The position also provides administrative support to the Health and Safety Committee as well as occasional relief for front office and reception staff.

Primary Duties and Responsibilities:

General

- Present and maintain a professional, positive, and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies, and reinforces the District of Taylor policies, programs, and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

Health and Safety

- Awareness of and dedication to working safely according to applicable standards, policies, and procedures

Operations Support

- Liaises with clients, stakeholders, and residents
- Answers routine questions or directs inquiries to appropriate department managers
- Supports customer service activities including answering inquiries in-person or over the phone, supporting front-counter services when required, and managing the administration and follow-up related to municipal complaints
- Administers pet licensing registration and SPCA contract
- Provides support and participates in the development of bylaws, policies, and procedures including research, writing, and administration

- Provides administrative support to Taylor Fire Rescue which includes incident response reporting, member documentation maintenance, invoicing, and scheduling
- Provides administrative support for all land related matters including roll file inquiries, building permits, development variance permits, and land title changes
- Provides administrative support to the Health and Safety Committee, including agenda and minute preparation, research and compilation of reports, procedures, and policies to support the District's Health and Safety Program
- Provides Taylor Industrial Mutual Aid Group (TIMAG) administrative support including meeting scheduling and preparation, agenda/minute preparation and membership invoicing
- Supports the Emergency Operations Centre as an active member which includes maintaining the workplace, files, and information technology
- Provides administrative support related to emergency management which includes document maintenance and emergency plan review, writing, and revisions
- Takes minutes of meetings, provides them for signature in a predetermined format, and maintains/coordinates actionable items arising
- Conducts research, compiles information, and prepares correspondence and reports
- Assists with the preparation of tenders, request for proposals and contracts
- Follows up on contract compliance with terms (e.g. receipt of security deposits, liability insurance, WCB, etc.)
- Monitors contract payments
- Prepares department specific accounts payable and receivables vouchers
- Coordinates mapping updates and changes with contractors
- Assists in the preparation of work schedules, scheduling of field inspections, and scheduling of other meetings
- Supports the upkeep and maintenance of paper and electronic records for the Protective Services and Public Works Departments
- Prepares brochures, schedules, and advertisements for media distribution
- Maintains licenses, memberships and subscriptions with various government and private organizations
- Organizes departmental functions
- Provides general administrative support as required for the Protective Services and Public Works Departments
- Acts as coverage support to the Corporate Services Assistant position as required

Requirements and Qualifications:

Education and Experience:

- Grade 12 diploma or equivalent
- Two-year diploma/certificate in office or business administration or related field
- Emergency Management Certificate
- Basic Accounting experience (Accounts Payable & Accounts Receivable)
- Two years' administrative experience in Government, industry, health and safety, or land/surveying business is preferred
- Other combinations of education and experience may be considered

Knowledge, Skills, and Abilities:

- Strong interpersonal skills with the ability to establish and maintain effective professional working relationships to deal tactfully and diplomatically with the different departments, general public, contractors, and other stakeholders
- Well developed customer service skills
- Excellent computer skills including advanced familiarity with MS Office programs and the ability to learn new software
- Strong organisational skills with the ability to multi-task and prioritise varying workloads and an excellent attention to detail
- Comfortable working with and understands how to protect and maintain confidential information and material
- Strong independent work ethic, able to establish priorities and set and meet objectives
- Exercises sound judgement and possesses strong analytical and problem-solving skills
- Excellent communication skills, both written and verbal
- Excellent time management skills
- Knowledge of BC procurement legislation and requirements would be an asset
- Knowledge of BC Assessment, BC Bid, Integrated Cadastral Information Society (ICIS) would be an asset

Other Requirements:

- Valid Class 5 BC Driver's License
- Clear Criminal Record Check
- Legally entitled to work in Canada

Working Conditions (environmental conditions, physical demands, travel, etc.):

- General office conditions – ergonomic and eye strain considerations associated with desk and computer work
- Some requirements to attend meetings and events outside of normal business hours

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

Maira Green
Chief Administrative officer

Name/Title

Steve Byford,
Director of Protective Services/
Fire Chief

Name/Title


Signature


Signature

Dec 7/23.
Date

7 Dec/23
Date