



Maintenance Clerk (1 vacancy)

Vacancy Number: 2025-07

Job Status: Temporary, Full-time, for a period of up to 6 months

Division: Engineering and Operations

Department: Public Works

Union: [CUPE Local 3690](#)

Hourly Wage: \$25.04 – \$38.53

Closing Date: February 11, 2025

About the City of Sarnia

Located at the mouth of the St. Clair River on the shores of Lake Huron, the community of Sarnia is known for its breathtaking waterfront, pristine beaches and beautiful parks system. Situated on the American border, just a short drive from London, Ontario, the community boasts a host of recreational opportunities, state-of-the-art healthcare, a vibrant cultural scene, and excellent education paired with a high standard of living and mild climate. Ranked one of the most affordable medium-sized cities in Ontario, Sarnia, with its 72,000 residents, is home to over 1,000 acres of parkland and 40 km of trails in addition to 4 golf courses, 16 art galleries, 6 museums, and 3 theatres across the County.

The Role

This position is responsible for providing administrative support for the Public Works department including handling public inquiries, purchase requisitions, processing invoices, input of payroll and attendance for department employees, and track and input maintenance work within water, sewer, roads and fleet sections.

The Candidate

We are seeking a highly organized, detail-oriented, and proactive individual to join our team. The ideal candidate will possess strong communication and multitasking abilities, with experience managing administrative tasks efficiently in a fast-paced environment.

Requirements

- Two (2) year University or College degree/diploma in a Business or Office Administration program
- Three (3) months of related work experience
- Intermediate level skills in Word processing and spreadsheet software
- Excellent verbal and written communication skills with the ability to effectively communicate with internal teams, and the public
- Experience in administrative and clerical tasks, including managing department payroll, and maintaining clear and accurate records and reports
- Strong organizational skills with the ability to prioritize and manage multiple tasks simultaneously

An equivalent combination of education and experience may be considered.

Why Work With Us

It's an opportunity for you to apply your skills in a meaningful way, and join a collaborative, team-focused environment where your contributions will be essential. As part of our team, your organizational skills, attention to detail, and professionalism will be highly valued. For temporary employees, the City offers competitive salaries, access to our Employee & Family Assistance Plan (EFAP), and the option to enrol in the OMERS (Ontario Municipal Employees Retirement System) pension plan.

We are an inclusive and equitable Corporation that encourages applications from qualified individuals of all genders, persons with disabilities, members of visible minorities and

Indigenous persons. Appropriate accommodations will be provided upon request throughout the hiring process as required by the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Information received relating to accommodation and diversity will be addressed confidentially.

Personal information is being collected under the authority of the Municipal Act and will be used to determine the qualifications for employment with The Corporation of the City of Sarnia. Questions about this collection should be directed to the City Clerk, 255 Christina St. N., Sarnia, ON N7T 7N2, 519-332-0330 ext. 3366.

[APPLY HERE](#)