



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Posting Number: 005089

Job Title: Temporary Full-Time Fire Services Administrative Clerk

City: Oshawa

Province: Ontario

Employment Group: CUPE 251

Wage Rate: 05, \$32.18 - \$35.75

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Posting End Date: 2025/01/15 by 4:30pm

Job Description

Reporting to the Manager, Fire Administration Services or delegate, responsible for providing administrative support to all divisions of Oshawa Fire Services. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

Responsibilities:

- Providing administrative support Provide specialized administrative support through examination, interpretation and processing of various administrative requirements for Oshawa Fire Services, including the Fire Chief and Deputy Fire Chiefs
- Providing administrative support to Fire Prevention by ensuring the integrity of various governmental and legal documents required by the Ontario Fire Marshal along with providing assistance in the implementation of various fire prevention public education initiatives and symposiums
- Administering and maintaining accurate, timely and specialized electronic files and databases within Oshawa Fire Services as they relate to properties, the impact of response times and allocation of resources through a variety of software programs
- Ensuring critical EMS medical supplies, consumables, pending firefighter promotional regalia, insignia, collective agreement apparel, and firefighter personal protective equipment inventories are administered, maintained, procured and distributed appropriately

- Providing customer service to members of the general public, Fire Services staff, various suppliers, lawyers, real estate agents, community partners, internal city staff, colleagues and Councillors
- Developing, designing, managing and analyzing Oshawa Fire Service Twitter posts

Requirements:

- Knowledge and skills associated with the completion of a two (2) year college diploma in Office Administration, Municipal Administration or a discipline related to Fire Services, plus two (2) years of relevant administrative experience preferably in a municipal or Fire Services environment or have an equivalent combination of education and relevant experience
- High level of proficiency with computer applications such as Microsoft Office: Word, Excel, Publisher, PowerPoint, Access, Outlook along with experience using CriSys, Versatile, Internet, Peoplesoft, Interactive Mapping, Land Information Application, Lagan, and iCreate for website maintenance
- Excellent customer service and communication experience; good interpersonal and human relations skills including; flexibility, confidentiality, patience, tact, strong communication skills, excellent organizational, multi-tasking and reconciling skills and an aptitude for working with numbers
- Ability to work under pressure to complete time sensitive deadlines with thoroughness and accuracy
- Effectively work in an ever changing, at times unpredictable, stressful and highly sensitized environment both independently and co-operatively

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

To apply, please visit: <https://oshawa.jobs.net/en-CA/search>. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.