



**Position Title:** Wastewater Treatment Plant Clerk (with First Aid)

**Position Status:** Full-Time Regular

**Department:** Liquid Waste Services

**Employee Group:** Teamsters Local 31

**Location:** Annacis Wastewater Treatment Plants

**Salary Range/ Wage Rate:** PG T16 \$2,225.75 - \$2,615.80 bi-weekly

**Our Liquid Waste Services Department is seeking a Wastewater Treatment Plant Clerk to provide administrative support for Annacis Island and Northwest Langley Wastewater Treatment Plants. This role also provides occupational first aid coverage as part of the team of first aid attendants.**

**You are: confident, well-organized with excellent communication skills (written and verbal) who can work effectively and independently. With administrative experience, you have strong Microsoft Office skills, who is always willing to learn and support the team in a dynamic environment.**

**This role:**

- Verifies, codes, enters and updates data related to parts inventory and equipment; checks information for completeness and accuracy; produces and distributes standard reports; creates customized reports and performs routine system maintenance functions.
- Processes, monitors, and closes work orders and updates files with project information; prepares, calculates, creates and compiles divisional performance indicator statistics and updates a variety of reports.
- Maintains, generates, and updates all equipment files and relevant information for new and existing equipment including major plant upgrades.
- Maintains departmental files and reports including training, safety and WSBC information, standard operating procedures, confined space entry permits; forwards information to outside vehicles, employees, MVRD departments, and outside agencies as required.
- Performs complex clerical and administrative duties for a superior and/or superior's subordinates, interviews callers, prepares routine correspondence, supplies information to internal contacts, and relieves superiors of minor administrative detail.
- Administers, schedules and facilitates site safety orientations; develops and maintains safety instruction sheets; and updates employee training records.
- Answers radio and telephone calls, relays messages to and from employees and crews, takes messages and refers calls as appropriate.

- Prepares attendance reports for all staff and upon approval submits to payroll; responds to enquiries from staff regarding payroll related matters and resolves payroll as required.
- Participates as a first aid attendant during working hours; monitors radio and attends to emergencies or events requiring the administration of first aid; and completes related documentation.
- Performs related work as required.

**To be successful, you have:**

- Completion of Grade 12 including or supplemented by commercial, word processing, typing and introductory computer courses, plus sound related experience; or an equivalent combination of training and experience.
- Considerable knowledge of the procedures, rules and regulations governing the work performed and of the requirements of those served by the operations office. Sound knowledge of the rules and Union agreements governing the recording of employee time records for payroll purposes.
- Sound knowledge of the practices and procedures involved in the operation of a computer terminal, peripheral equipment and software related to the work.
- Sound knowledge of recordkeeping and filing practices and procedures. Sound knowledge of business English, spelling, punctuation and arithmetic.
- Ability to work with limited supervision and exercise independent judgement in providing a variety of clerical and typing services related to office operations.
- Ability to prepare and maintain a variety of manual and computer files, records and reports related to the work.
- Skill in typing rapidly and accurately.
- Intermediate First Aid or Advanced First Aid Certification (dependent on the treatment plant's regulatory requirements).

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by February 17, 2025.*