



Shape a place
where people
want to be

Position Title: Clerk-Drafting

Position Status: Full-Time Regular

Department: Water Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T12 \$1,898.05 - \$2,225.75 bi-weekly

Our Water Services Department is seeking a Clerk-Drafting who will work with our engineering and CAD teams to organize, maintain and manage engineering drawings and other related support files. You will be part of the Drafting Vault team in using Metro Vancouver's Engineering Drawing Storage System that helps the organization identify, store, retrieve and update digital and hardcopy drawing records.

You are: skilled in document control principles with wide experience in managing and controlling documents from the engineering project initiation to record lifecycle stages. You have extensive experience in using databases and spreadsheets in looking after engineering drawings, gathering and utilizing data from the records to improve processes. You have demonstrated experience in coordinating and guiding an engineering records team in the day to day activities of tracking, organizing and assisting different parties with various drawing requests.

This role:

- Records municipal applications for construction of sanitary and storm sewers; maintains a variety of records and files; orders drafting supplies and stationery, as requested, and maintains inventory control of same; and maintains the petty cash account.
- Retrieves and files maps, drawings and sketches for several M.V.R.D. departments; assigns numbers for drawings and sketches, records and indexes same; handles requests for drawings made through website; answers telephone enquiries.
- Performs tasks such as copying, cutting, folding and distributing prints; mailing and labeling envelopes.
- Types from copy, rough draft, or general instructions a variety of material such as correspondence, forms, minutes, memoranda, and map labels; performs digital conversions.
- Performs key operator's duty on Xerox machine and routine maintenance on reproduction equipment.

- Performs related work as required.

To be successful, you have:

- Completion of Grade 12, supplemented by typing and commercial subjects, and some related experience in clerical and typing work; or an equivalent combination of training and experience.
- Sound knowledge of filing and of modern office practices and procedures.
- Sound knowledge of business English, spelling, punctuation and arithmetic.
- Some knowledge of technical engineering terminology as such relates to the work performed.
- Ability to file, number, record, index and digitize a variety of information.
- Ability to understand and interpret oral and written instruction and maintain non complex records.
- Ability to operate and perform routine maintenance on reproduction equipment.
- Skill in typing accurately and in the operation of a variety of common office appliances and equipment.
- Driver's Licence for the Province of British Columbia.

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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

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 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 24, 2025.