



DISTRICT OF SAANICH
ENGINEERING
PUBLIC WORKS
SUPPORT SERVICES

PUBLIC WORKS CLERK

Temporary Full-Time Position (Approximately 18 months)

If you are customer service driven and enjoy working with multiple teams, the District of Saanich has an opportunity for you. The Public Works Division is recruiting for a Public Works Clerk to join our team! The successful candidate will show enthusiasm for front line customer service while assisting internal and external customers with courtesy and tact. This position works independently on routine matters and is responsible for creating and maintaining a variety of systems, using several software programs.

Requirements include Grade 12 plus one year in a post-secondary program in office administration/business administration or related discipline; one year experience in a business or municipal office environment including customer service experience; considerable experience or training in standard computer applications including word processing, spreadsheets, financial software packages, databases, including tables, graphics and desktop publishing. Occupational First Aid Level II as required. Candidates with a combination of education and experience may be considered.

The successful candidate will work Monday to Friday, 7:00 a.m. – 3:30 p.m., 7:30 a.m. – 4:00 p.m. or 8:00 a.m. – 4:30 p.m. based on operational requirements (40 hours per week). As a component of the selection process, testing will be conducted.

This is a C.U.P.E. Local 2011 position with a wage of \$35.35 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply via our careers page by 11:45 p.m. on April 1, 2025, quoting competition 25076.**

The District of Saanich is recognized as one of BC's Top Employers for 2025. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence at accessibilityHR@saanich.ca. **We thank all applicants for applying. Only those under consideration will be contacted.**