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Position Title: Records Clerk II

Position Status: Full-Time Regular

Department: Liquid Waste Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T17 \$2,483.13 - \$2,918.85 bi-weekly

Our Liquid Waste Services Department is seeking a Records Clerk II who will provide guidance and support on all aspects of records management, including delivering training to staff on corporate records systems.

You are: an organized, adaptable, and motivated professional who thrives in a collaborative, cross-functional team environment. Detail-oriented with strong interpersonal and communication skills, and capable of effectively managing multiple projects simultaneously.

This role:

- Maintains departmental records in various storage systems i.e. Orbit, network, hard drive, physical files, USB/CD's VHS; monitors departmental filing and retention practices for compliance to policy and works with users to enhance understanding of the system and procedures; provides recommendations to management and users on filing structures.
- Checks the coding and classification of information and record management requirements of a large department; maintains consistent application of the corporate records classification system; corrects classification errors and enters same; leads and maintains dispositions of the records process and destruction procedures.
- Provides advice and assistance to the department relating to maintenance and organization of records; identifies exceptions; reports results; carries out specified special projects relating to records management and provides recommendations.
- Coordinates departmental searches on all Freedom of Information requests; confirms all pertinent documents are retrieved from all users and locations; ensures proper protection of confidential and sensitive documents.
- Provides direction, information and assistance to department users on a wide variety of inquiries and on the proper application of the corporate records classification system; advises on potential changes within the system;

attends various records management meetings; conducts advanced record searches, locates, retrieves and delivers records and files as requested.

- Maintains and updates the classification system; reviews files; applies classification codes and determines file content summaries according to corporate records classification standards; creates files and volumes; completes indexes; closes files and runs various reports as requested.
- Provides training on the corporate records classification system, filing system and document management; creates and updates departmental records management guidelines and resource materials to support users; trains users on various search techniques, accessing and retrieving documents, creating team sites and customizing views; troubleshoots to resolve issues.
- Develops and recommends new or revised procedures as required and, upon approval, implements same; designs and creates forms, templates, newsletters and presentations on management of departmental records information management system; develops plans for transferring documents, initiating new structures and reviewing security.
- May oversee and checks the work of one or more temporary staff assisting with records management; provides direction and assistance to Orbit Champions in the department.
- Moves files and file boxes as required; liaises with offsite records management contractor; approves access to records and requests shipments.
- Monitors Utility Gateway portal; ensures search criteria is functional and links are not broken; repairs breaches and informs management of issues impacting compliance with policy and security of records.
- Performs related work as required.

To be successful, you have:

- Completion of Grade 12 supplemented by courses related to records information management and considerable related experience, or an equivalent combination of training and experience.
- Considerable knowledge of the corporate records classification system and related coding and information classification practices, procedures and policies.
- Considerable knowledge of computer applications related to the work performed.
- Sound knowledge of the functions of the Organization.
- Working knowledge of records management principles and practices related to the work performed.
- Ability to review files and information and determine appropriate corporate records classification codes and information summaries.
- Ability to deal effectively and courteously with others, to supply information and explain corporate records classification procedures.
- Ability to assess procedures and recommend revisions.

- Ability to assign and check the work of one or more temporary staff.
- Ability to maintain sustained attention to detail.
- Ability to provide training to staff on records classification system, filing system and document management.
- Ability to perform physical tasks requiring bending, standing for long periods and lifting boxes.

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 May 28, 2026.