



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 July 27, 2026.