



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Operations Clerk - Roads

Job ID#2020.30T

Department: Operations & Infrastructure

Division: Roads

Location: Roads Yard

Status: Temporary: April 29, 2020 – November 1, 2020

Number of Positions: 1

Scheduled Hours/Shifts: 35 hours/week (8a.m. – 4p.m.)

Salary Range: \$27.32/hour

Date Posted: March 6, 2020

Date Closing: March 13, 2020

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Responsible for providing clerical support, customer service, and administrative support within the Operations & Infrastructure Department. For full details, please see job description, which follows.

Minimum Qualifications:

Two (2) year post-secondary education in business, administration, or other relevant discipline from an accredited College, or an equivalent combination of education and experience. Minimum of two years previous related experience, preferably in a public sector office environment.

How to apply:

Please forward your cover letter and resume in confidence by **March 13, 2020**, identifying the job title and ID# **2020.30T** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

We thank all candidates for their interest, however, only those being considered will be contacted.



Job Description: Operations Clerk - Roads

PRIMARY FUNCTION:

Responsible for providing clerical support, customer service, and administrative support within the Operations & Infrastructure Department.

SUPERVISION RECEIVED:

Divisional Manager or designate, as assigned.

DIRECTION EXERCISED:

None

WORKING PROCEDURES:

Supports the Corporate Customer Service Centre by obtaining and providing detailed information to Customer Service Representatives related to Departmental activities including: road repair, culvert installation, ditch maintenance, Entrance Permits, Road Occupancy Permits, water and sewer issues/concerns water and sewer lateral installations, snow removal, waste and recycling collection, water and sewer issues/concerns; park maintenance, grass cutting, tree removals and tree maintenance etc.

Provides customer service related to inquiries received directly from the public, internal departments, and Senior Management and elected officials as directed by the Supervisor or Divisional Manager.

Provides data entry and processing (creating, data entry, re-assigning and closing) of public service requests (PSR) and work orders in response to service requests received from the Corporate Customer Service Centre.

Provides data entry and processing (creating, data entry, re-assigning and closing) of Work Orders for repairs, reactive maintenance and preventative maintenance for municipal infrastructure using corporate software.

Provides data entry related to municipal infrastructure (assets) including inventory information, condition assessment data, costing and other data using corporate asset management software, databases, spreadsheets or other tools.

Review, code, and process vendor invoices by assigning itemized account numbers to invoices, ensuring invoices agree with contracts and purchase orders issued by the Town.

Supports the Department through all phases of the Procurement Process by preparing and submitting Requests for Acquisition (RFA) and preparing Purchase Orders for low-value purchases and tracking budget expenditures.

Maintains files and record systems for the Corporation, ensuring compliance with procedures and record retention policies. Maintains electronic document filing systems and paper copy filing systems.

Reviews electronic times sheets submitted by staff for accuracy and completeness prior approval by the Supervisor or Manager.

Maintains attendance records and absence requests received from staff including vacation requests, in-lieu time accumulation and usage and other absence requests in support of the electronic attendance and work tracking system.

Supports staff training programs by scheduling external and internal training dates and venues and preparing copies of training materials and resources.

Utilizes various computer applications and software packages; maintains and generates reports.

Prepares written correspondence, including general departmental correspondence, e-mail, memos, reports, tender documents, requisitions, minutes of meetings, or other related documents, as required.

Liaises with the Corporate Communications Division and provides updates and edits to material presented on the Town's internal and external website related to departmental activities.

Maintains office inventory and orders office supplies as required.

Maintains and records the Division's petty cash.

Participates in the Town's Health and Safety Program and follows safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

MINIMUM QUALIFICATIONS:

Two (2) year post-secondary education in business, administration, or other relevant discipline from an accredited College, or an equivalent combination of education and experience.

Minimum of two years previous related experience, preferably in a public sector office environment.

Proficiency and experience in the use of computers including: customer service systems, work order Systems, financial systems, Microsoft Office Suite (Excel, Word, Outlook), database systems, and GIS Systems;

Basic knowledge of public-sector accounting and financial book-keeping.

Basic knowledge of public-sector procurement By-laws, policies, processes and procedures.

Ability to organize files electronically and use file management systems and electronic Document Management system.

Demonstrated competency in customer service skills, including knowledge of the accessibility standards for: information and communications, employment, transportation, the design of public spaces and customer service requirements required under the Accessibility for Ontarians with Disabilities Act (AODA) and Regulations.

Exceptional communication (written, verbal and listening) skills.

Well-developed administrative, organizational and time management skills and good attention to detail; ability to develop improved processes and contribute to on-going process improvement.

Ability manage responsibilities with limited supervision.