



## THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

### POSITION DESCRIPTION

Public Works Clerk

**Full-Time Permanent**

#### **1. PURPOSE AND SCOPE**

The Public Works Clerk will support the Public Works Department's functions by coordinating administrative services, handling clerical tasks, and interacting with public inquiries. This position will act as a liaison between operations, other municipal departments and then public in ensuring effective communication administrative processes.

#### **2. REPORTING RELATIONSHIP**

Position reports to Infrastructure Development Coordinator.

#### **3. HOURS OF WORK & LOCATION**

Monday – Friday (7-3:30pm) as required.

Public Works Building (Red Lake, ON)

#### **4. RATE OF PAY**

\$28.39 (Hourly)

Unionized Position (United Steelworkers of America)

#### **5. RESPONSIBILITIES**

- Serve as the initial point of contact for the public works department, respond to inquiries from the public, other departments, and agencies in a courteous and efficient manner.
- Provide administrative support to the public works team, including maintenance scheduling, meeting coordination, document preparation and control, data entry, and filing.
- Assist in the preparation of reports relating to the activities and operations of the public works department.
- Maintain control of parts inventory; stocking, counting, reordering
- Review and process invoices and purchase orders related to public works activities ensuring compliance with municipality policies.
- Comply with all safety procedures and standards in accordance with the Occupational Health and Safety Act.
- Ensure adherence to the municipality's standards and procedures, and continuously uphold the quality and professionalism of the municipality's public image.

#### **6. WORKING RELATIONSHIP**

- Regular communication with the Operations Department
- General public.

#### **7. SKILLS & QUALIFICATIONS REQUIRED**

- High School Diploma
- Proficient in multitasking and effectively prioritizing competing demands.
- Experience with Microsoft Office and Sharepoint
- Good communication and attention to detail skills
- Ability to work as a team as well as independently.

#### **DEADLINE TO APPLY:**

**FRIDAY APRIL 12<sup>th</sup>, 2024 at 4pm**