



Town of South Bruce Peninsula

Public Works Administrative Assistant

Position Description

Reports to:	Director of Public Works	Status: Full Time
Last Revised:	May 14, 2023	Hours: 37.5 per week
Salary	\$62,734 to \$73,369	

Summary of Duties

The Administrative Assistant provides clerical and administrative support to the Director of Public Works, Operations Coordinator and other department staff.

Qualifications

1. Secondary school graduation plus additional relevant coursework or certification or equivalent education and experience would be preferred.
2. Previous clerical experience, typically in a Public Works or Engineering setting would be an asset.
3. Good knowledge of the municipal environment and Public Works departmental responsibilities
4. Skill and experience with Microsoft Office applications
5. Excellent communication and time management skills to address inquiries and issues in an appropriate manner.

Responsibilities

1. Acts as the primary customer service representative in the delivery of Public Works-related services to the residents and visitors of South Bruce Peninsula.
2. Acts in the capacity of resource person for the Health and Safety Committee including the preparation of agendas, minutes and coordination and update of MSDS books.
3. Responsible for circulating public notice advertisements (e.g., landfill hours, office hours, water and sewer notices, Public Works advertisements, etc.)
4. Responsible for editing and updating the Town website relating to Public

5. Works Department, as well as posting to the Town's Facebook page. Types correspondence and performs data entry related to the Public Works Department, including memos, formal correspondence, e-mails, presentations, reports, contracts/specifications, instructions, policies and proposals.
6. Maintains the filing system for the Public Works Department.
7. Answers the telephone and provides information to the public, staff, and elected officials. Directs inquiries when appropriate.
8. Assists with fleet licensing and other fleet administrative requirements.
9. Types correspondence related to the Public Works Department, including funding and grant applications, letters, e-mails, public notices, Statistics Canada surveys, etc.
10. Being the first point of contact, responds to requests with respect to departmental matters.
11. Registers Public Works Staff for conferences and training events and books hotel accommodations.
12. Assist in the preparation of tender documents, places tender advertisements in local newspapers and maintains tender files.
13. Receives and processes entrance, road cut and other permits, and provides documentation to other departmental staff for review and approval.
14. Answers civic addressing (911) inquiries and advises Bruce County and the Town Financial Services Department of any changes and/or corrections.
15. Responsible for preparing work orders for the issuance and processing of 911 signs.
16. Processes and coordinates the adopt-a-road and roadside clean-up within the Town.
17. Assists with administration of cemetery operations.
18. Reports and keeps a record of street light repair requests.
19. Assists the department with various initiatives including waste management and blue box recycling and participating in webinars and seminars relating to legislative changes.
20. Assist with coding of Public Works invoices.
21. Gather data for ongoing monthly reporting to Financial Services regarding fuel usage, bulk water, septic hauling and other accounts receivables relating to Public Works
22. Assist in preparation of by-laws associated with the Public Works Department
23. Assists with coordination and / or development of interdepartmental communication system(s) to ensure open communication.
24. Responsible for the maintenance and retention of all computerized and hard copy records within the purview of responsibility, ensuring compliance with policies/procedures, legislated directives relative to confidentiality of information.
25. Responsible for balancing petty cash and cash receipts related to Public Works
26. Assists customers at the Public Works reception counter.

27. Assists in the coordination of the water meter program including responding to inquiries, preparing correspondence and coordinating repair appointments.
28. All other duties as may be assigned from time to time.

Required Skills

1. Excellent oral and written communication skills
2. Thorough understanding of corporate / department business administrative procedures to recommend and / or undertake activities that increase efficiency.
3. Good understanding of functions carried out by the Department as well as the interrelationship of municipal structure and functions with other Departments with the Town and other government agencies to understand municipal government and services.
4. Proven initiative to work independently or as a team member with minimal supervision, to respond to inquiries without forwarding to their immediate supervisor; to identify issues and initiate activities to resolve them.

Working Conditions

1. Constant interruptions and barriers to concentration and maintaining train of thought.
2. Work is sometimes subject to significant stress due to tight, unyielding deadlines imposed by statutes, shifting priorities and demands of the public.
3. Potential for dealing with irate and unreasonable customers.
4. Deals with a high volume of varied tasks, frequent and uncontrollable deadlines.
5. Must be aware of statutory and policy steps to be complied with
6. Constant attention to customer service demeanor required.
7. Must perform data entry with a high level of accuracy and speed despite barriers to concentration.