

## Town of View Royal

### JOB DESCRIPTION

#### ENGINEERING CLERK

**Reports to:** Director of Engineering

**General Summary:**

Under the supervision of the Director of Engineering (DOE), the Engineering Clerk provides administrative, secretarial and clerical support to the Engineering Department (including Parks division).

**Duties and Responsibilities:**

1. Provides personal and telephone reception for the Engineering Department, including receiving and redirecting incoming telephone calls, and department counter inquiries.
2. Answers public inquiries regarding Engineering and Parks, with the understanding that some inquiries will be directed to the appropriate staff member.
3. Provides clerical support to the Engineering Department including composition and typing for others, filing, posting website information, photocopying, arranging for courier service, and organizing equipment pickup and repairs.
4. Receives and processes all incoming mail and faxes in accordance with Town policies and procedures; collects, processes, and sends outgoing mail and faxes as requested.
5. Operates office equipment, including but not limited to, a networked computer, printers, facsimile machines, binding machines, photocopiers, telephone systems, etc..
6. Types and/or composes correspondence, reports, policies, procedures, agendas, minutes, newspaper advertisements, website notices and memoranda as required.
7. Controls, manages and diarizes department permits, incident reports, and staff training.
8. Performs the duties of a recording secretary for an Advisory Committee, including compilation of agenda packages, recording of minutes at evening meetings and maintaining the records for the Advisory Committee.
9. Liaises with a variety of external groups for various programs including Community Gardens, Volunteer programs and Welland Park management.
10. Controls, manages and diarizes directives from the Director of Engineering to various staff for completion dates and time sensitive issues.
11. Performs accounting oriented responsibilities including budget performance monitoring, purchase order maintenance, security/performance monitoring and recording asset management infrastructure information for the Engineering Department.
12. Manages the residential garbage and household food waste contract, including processing monthly invoices and working with the DOE on contract extensions.

13. Coordinates the Traffic Counter program including tracking and maintaining equipment placement, downloading and analyzing traffic counter data, and preparing reports regarding neighbourhood eligibility for traffic calming measures.
14. Collects and files Engineering documents in accordance with the municipality's records management system.
15. Assists in the maintenance of the municipality's records management system and file list, including property files, right-of-way files and Engineering Department files.
16. Provides department staff with system support for Office 365 and Vadim software.
17. Provides Corporate Services Counter Reception on a relief basis as required.

**Knowledge, Skills, and Abilities:**

1. Sound knowledge of modern office practices and procedures including office administration and reception.
2. Ability to type at least 50 words per minute.
3. Excellent verbal and written communication skills.
4. Ability to set up and compose business letters, reports, memoranda, etc., with considerable experience in Microsoft Word, Excel, Powerpoint, desktop publishing, database, and website management software.
5. Excellent interpersonal skills and the ability to deal courteously and effectively with elected officials, a wide variety of internal customers, members of the community and other government agencies.
6. Ability to work under pressure and independently.
7. Ability to prioritize workloads with competing interests, and able to adapt readily to rapidly changing demands and circumstances.
8. Excellent organizational skills and an ambitious attitude.

**Qualifications and experience:**

1. Completion of Grade 12 or equivalent; supplemented with courses in basic accounting or book keeping, word processing, office administration, records and information management, and computer operation and applications.
2. Minimum two years office administration experience preferred, preferably in a local government setting.

*This job description is only a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job.*



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Kim Anema  
Chief Administrative Officer