



## TOWN OF VIEW ROYAL

The Town of View Royal is a growing residential community in the Greater Victoria area with a population of approximately 10,800. Our waterfront community has scenic views of Esquimalt Harbour and Portage Inlet, as well as excellent parks and trails, including the Galloping Goose Regional Trail and Thetis Lake Regional Park. Ten minutes from downtown Victoria, View Royal's central location also provides good highway access to the Western Communities and to the Saanich Peninsula, including BC Ferries and the Victoria International Airport.

### **ENGINEERING CLERK**

1 Regular Full-Time Position  
(\$29.65 - \$33.48/hour)

Reporting to the Director of Engineering, the Engineering Clerk provides administrative, secretarial and clerical support to the Engineering Department, including the Parks division. The Engineering Clerk exercises considerable independent judgment, initiative, tact, courtesy and diplomacy in completing assignments and dealing with the public, staff and elected officials. The position requires an efficient, highly organized individual with excellent interpersonal, written and verbal communication and computer skills. In addition, the individual must be flexible and have the ability to manage multiple projects and deadlines in a busy environment.

The Engineering Clerk position performs a variety of duties such as:

- Provides reception for the Engineering Department, including receiving and redirecting incoming telephone calls, emails and department counter inquiries;
- Performs accounting oriented responsibilities including budget performance monitoring, purchase order maintenance, security/performance monitoring and recording asset management infrastructure information.
- Composes correspondence, reports, policies, procedures, agendas, minutes, newspaper advertisements, website notices and memoranda;
- Controls, manages and diarizes department permits, incident reports, and staff training;
- Liaises with external groups for various programs including Community Gardens, Volunteer programs and Welland Park management;
- Collects and files records, maintains the filing system including property files, right-of-way files and Engineering Department files;
- Manages the residential garbage and household food waste contract;
- Coordinates the Traffic Counter program.

As the successful candidate you will have the following qualifications:

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

A detailed job description is available at [www.viewroyal.ca](http://www.viewroyal.ca).

Applicants should submit a detailed résumé, including cover letter and references, which reflects their knowledge, skills and abilities relevant to the position, no later than **4:30 p.m., Friday, November 20, 2020** to:

Human Resources  
Competition 2020-04  
Attn: John Rosenberg  
Town of View Royal  
45 View Royal Avenue  
Victoria, BC V9B 1A6  
Email: [hr@viewroyal.ca](mailto:hr@viewroyal.ca)

Candidates being considered may be required to undergo an evaluation of skills, qualifications and abilities. Please note that only those applicants selected for an interview will be contacted.