

**POSITION:** Public Works Administrative Assistant  
**CATEGORY:** Full-time contract (12-month) - 35 hours week  
**SALARY:** \$27.44/hour to \$32.10/hour

Applications are now being accepted for a full-time contract position to cover a maternity leave (beginning April 2025). To apply, please submit your resume and cover letter to [hr@westgrey.com](mailto:hr@westgrey.com) by 12:00 p.m. on March 3, 2025.

## **ABOUT THE MUNICIPALITY OF WEST GREY**

With a population of over 13,500 the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt and Ayton.

The Municipality delivers key services to our fast-growing population including: two water systems; five landfill sites; three library branches; several community centres, arenas and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

## **JOB OVERVIEW**

Reporting to the Director of Infrastructure & Public Works the Administrative Assistant is responsible for providing administrative coordination for the Public Works department and its team members and for delivering superior customer service to residents and ratepayers accessing municipal services. The key duties of this position require exceptional organizational and accuracy skills in combination with an ability to manage multiple tasks while adhering to legislative and corporate deadlines.

The ideal candidate will be self-motivated and possess excellent communication and interpersonal, organizational and customer service skills, with the ability to work professionally with internal and external stakeholders.

## **JOB DETAILS**

- Responds to phone, email and counter inquiries relating to the Public Works department.
- Prepares and administers requests for quotations and tenders.
- Processes and monitors entrance permit applications and municipal consent requests.
- Orders municipal signs, replacement civic number signs, clothing for department staff, department office supplies and inventory.

- Processes load-restricted road and oversized load permit applications.
- Assists with posting public notices.
- Assists with ordering locates as requested for underground infrastructure and coordinating trench permits.
- Maintains winter maintenance records; contractor information and invoices; trip sheets, machine time and patrol records.
- Processes outage and damage reports for streetlights, provides contract list of repairs and work orders as required.
- Creates work orders for road maintenance.
- Receives and compiles information for infrastructure maintenance including roads, sidewalks, traffic signs and signals, streetlights, drainage, winter operations, sewers and trees.
- Administers departmental invoices and purchase orders and processes for payment; processes and reconciles cash payments.
- Assists in coordination of department-specific training.
- Assists with maintaining and managing department records in accordance with Municipal records retention requirements.

#### **KNOWLEDGE, TRAINING AND QUALIFICATIONS:**

- College diploma in office administration or equivalent.
- Two years' experience in an administrative role.
- Experience with purchasing, finance and data management considered an asset.
- Working knowledge of municipal government, public works fleet and engineering functions, activities and procedures considered an asset.
- Thorough working knowledge of Microsoft Office applications.
- Excellent communication, organizational, problem-solving, time management, interpersonal, public relations and customer service skills.
- Ability to work independently, in a fast-paced environment.
- Valid Class G license.

## **WORKING CONDITIONS:**

This position is primarily based in a climate-controlled office environment, with regular work hours being Monday to Friday. However, many of the functions related to this job require evening and weekend work and some job functions may take place outdoors in a variety of weather conditions. As such, work hours may be flexed to accommodate the requirements of the job. There may be times when extended working hours are necessary to attend meetings or community events. This role requires frequent interaction with the public, and the incumbent should be prepared to deal with occasional stressful encounters. Frequent computer work with a need for visual and mental concentration is required. Occasional lifting of items up to 30 pounds may be required (i.e. for events and programming support).

## **EQUAL OPPORTUNITY EMPLOYER**

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal status, or any other legally protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.