

Woolwich Township Job Posting



Date: December 17, 2024
Position: Administrative and Technical Assistant
Department: Infrastructure Services
Wage Rate/Grade: \$57,230 to \$71,537

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Infrastructure Services is seeking one (1) temporary full-time Administrative and Technical Assistant for up to twelve (12) months due to a leave of absence, beginning January 10, 2025.

Purpose of position and profile:

Reporting to the Director of Infrastructure Services, the Administrative and Technical Assistant will provide administrative and technical support for the Engineering section within the Infrastructure Services Department.

Responsibilities:

- Performs administrative and clerical duties for the Engineering section and provides back-up to other Services within the Infrastructure Services and Development Services Departments
- Prepares correspondence (types, copies, circulates and files) associated with, but not limited to, circulation lists, meetings and minutes, report packages, public notices, training, road closures, special event, permits, and public notices
- Maintains excellent quality customer service, responds to telephone calls and customer inquiries
- Maintains website information and co-ordinates social media information
- Prepares mapping (ESRI) as requested
- Consolidates, analyzes, and summarizes compliance data for management and operations
- Prepares administrative reports
- Assists in the development of recommendations and action plans to address compliance issues identified by regulatory officials
- Maintains and updates emerging regulations, compliance issues, technical developments, operational issues and concerns, acting as a resource on these issues
- Maintains knowledge and skills, participates in training and development through courses, seminars, and selected reading
- Maintains infrastructure records in City Works, ESRI, and work order tracking of roads, bridges, sidewalks, water supply systems, sanitary and storm sewer systems
- Maintains department supplies inventory and completes supply orders, as required
- Communicates with the public regarding their comments/concerns for surveys, engineering projects and annual programming
- Obtains and distributes training and related course information for Engineering staff and makes necessary arrangements
- Organizes and maintains department filing and records systems, including ensuring filing is in accordance with record retention policies
- Other duties as required

Qualifications, Knowledge, Skills and Work Requirements:

- Post-secondary certificate in business administration or civil/environmental studies along with one (1) year of related experience in addition to an Ontario Secondary School Diploma

- Knowledge of Municipal Act and various provincial ministries, such as Ministry of Environment, Conservation and Parks (MECP), Ministry of Natural Resources (MNR), Ministry of Transportation (MTO), Ministry of Infrastructure, Ministry of Agriculture, Food and Rural Affairs (OMAFRA), Ministry of Heritage, Sport, Tourism and Culture Industries
- Knowledge of, and experience in, database, spreadsheet, and word processing software, in order to gather and analyze program data and prepare reports
- Excellent working knowledge of ESRI and City Wide software programs
- Superior written and oral communication skills, fluent in English
- Excellent organizational skills and attention to detail
- Comprehension of general technical language, and aptitude for engineering related issues
- Courtesy and diplomacy in dealing with Council, the general public, agencies, and co-workers
- Ability to work independently with little supervision
- Valid Class G Drivers License, licensed to drive in Ontario, and use of a vehicle

Working conditions:

- Regular office working hours of 8:30 a.m. to 4:30 p.m. (35 hours per week)
- Predominately works in an office environment at a computer work station

Interested applicants are invited to submit their resume via email to hr@woolwich.ca by **4:00 pm Friday, January 3, 2025. Please quote job posting 2024-49.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.