

## Job Information

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|-------------------------------|---|---------------------|-----------------|
| Job title                     | <b>Public Works Clerk II</b>            | Job Code:<br>CLKPW2 | Pay Grade:<br>H |
| Title of immediate supervisor | Administration Supervisor –Public Works |                     |                 |
| Department/Division           | Engineering/Support Services            |                     |                 |
| Prepared by                   | K. Kelly                                |                     |                 |
| Date Created                  | April 11, 2023                          | Revised date        |                 |

## Job Purpose

The Public Works Clerk II supervises, oversees and participates in the work of a team of Public Works Clerks. Performs administrative, and clerical duties including relief assignments in Public Works for vacation, sick leave, and workload relief.

## Duties and Responsibilities

- Plans, assigns, supervises, coordinates and participates in the work of the Public Works Clerks.
- Assists with the training and orientation of new Support Services staff, monitors progress and provides ongoing support and review of the work. Proactively identifies training needs of new staff.
- Provides advice and guidance to staff on related process, bylaws, programs, and software.
- Liaises with and works with Sections to enhance/develop workflow, processes and recommends changes to Supervisor.
- Assists in the preparation of performance evaluations, probationary reviews, and appraisals.
- Coordinates and/or participates in meetings for the purpose of providing updates on programs, events, knowledge transfer, exchanging information.
- Compiles information and data necessary for the preparation of reports using Tempest or other enterprise systems as requested and for FOI requests.
- Undertakes special assignments, working independently or in a team, such as creating process documents, developing training resources for each position, reports, brochures, and briefing notes.
- Assists the Administrative Coordinator and the Public Works Administration Supervisor with electronic and hard copy records management.
- Assumes duties of other clerical positions such as Underground Services Clerk, Finance Clerk, Safety Clerk and Public Works Data Entry Clerk for relief or workload purposes.
- Assists in the orientation of new Public Works staff related to the work of the Support Services Section.
- During emergency situations, provides sections with customer service and clerical support (including after-hours) as required.
- Performs other related duties as required.

## Qualifications

- Grade 12 or equivalent plus a one-year certificate in office practices.
- Successful completion of a supervisory course is an asset.
- Occupational First Aid Certificate Level 2 is an asset.
- Two years' experience directly related to the duties and responsibilities specified above including relevant experience training staff and customer service.
- Recent supervisory experience is an asset.
- An equivalent combination of education and experience may be considered.
- Demonstrated ability to develop and implement training plans.
- Ability to communicate effectively, orally and in writing.

- Proficient with computerized enterprise systems such as Tempest, JDE Edwards and the Microsoft Office Suite.

### **Physical Requirements**

Physical activity required when performing first aid, however, is mainly an office job.

### **Working Conditions**

Works in an office environment and interacts with the general public. Personal protective equipment is provided to perform first aid tasks.