

Job Posting #:

Job Title: CLERK INTERMEDIATE - 543138

Department: Pollution Control

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to the Manager of the Lou Romano Water Reclamation Plant, this position will provide secretarial and administrative support services for the Administration Branch of Pollution Control. Duties include typing correspondence, reports and miscellaneous data for all Branch Divisions: Laboratory, Electrical, Pumping Stations, Little River PCP, and the Lou Romano Water Reclamation Plant. Responds to and re-routes telephone inquiries. Maintains various current listings such as surcharge industries, maintains and revises all plant process manuals including the ISO 14001 procedures manual at the Little River PCP. Maintains the branch filing system. Performs photocopying, compiling, binding and faxing of documents as necessary. Maintains office supplies for Branch including inventory control and ordering. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over three (3) months of experience in a computerized office environment utilizing the Microsoft Office Suite of Products, particularly Outlook, Word, and Excel;
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have a minimum typing proficiency of 50 wpm;
- Must have excellent interpersonal and communications skills;
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WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a sedentary level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

In person to the Human Resources Department

Update:

By Human Resources on February 1, 2017.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.