

JOB DESCRIPTION

POSITION:	SECRETARY CONTRACTS FLEET & MAINTENANCE		
DEPARTMENT:	Operations	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543575
HOURS OF WORK:	40	GRADE/CLASS:	0.07
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Contracts, Field Services & Maintenance, this position provides clerical support to the Operations department including data entry, miscellaneous typing of general correspondence, eel servicing letters, correspondence and orders from Administrative inspections and meeting minutes. Updating and entry of record documents in on-line web-based software utilizing Amanda, Hansen and PeopleSoft. Updating of the training database. Updating the weekly construction detours page and submitting media releases to Communications for construction projects and emergency works. Filing employee related documents, daily driving records, daily vehicle inspection reports, office correspondence and Eel records. Collects, files and organizes WSIB forms and related documents. Maintains boot, clothing and rain gear/safety items records. Coordinates corporate training registrations. Provides counter and telephone services to customers. Monitors and accepts/denies meeting room requests for Crawford Yard. Responds to enquiries from the public or 311 calls in order to provide direction to the correct department and/or supervisor for action. Communicates via corporate radio system to field crews. Submits locate requests to Ontario One call and maintains and organizes locate documents both online and hard copies. Sorts incoming mail and prepares out-going mail. Coordinates the ordering of all office supplies. Maintains petty cash and ensures accurate balances and adherence to all policies and procedures. Maintains amiable relations with the public and fellow staff. Provides back up support to other operational divisions as assigned. 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 plus one (1) year of post secondary education in Office Administration or related field, or Ontario Ministry of Education equivalency; OR
- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education Equivalency, plus ten (10) full time years of experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three (3) levels of the Computer Technology Certificate;
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft Suite of Products, particularly Outlook, Word, and Excel;
- Must have good communication and organizational skills;
- Must be capable of working with the public in an efficient, helpful and tactful manner;
- Must have a minimum typing speed of 40 wpm;
- The physical demands analysis associated with this job indicates a limited / sedentary level of work.

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.