



## **Engineering & Facilities Clerk**

### **Regular Full-Time (35 hours per week)**

The City of White Rock is a unique, ocean-side community of 20,000 citizens known for its sunny weather, expansive beach, historic pier, delightful restaurants, and sense of community. The City is located half an hour south of Vancouver on the shore of Semiahmoo Bay.

The Engineering & Municipal Operations Department seeks an individual with outstanding customer service and interpersonal skills to join their team in the role of Engineering & Facilities Clerk. Reporting to the Manager, Engineering, this position provides a variety of administrative support services to the City's Engineering & Facilities Division, including receiving City facility repair and service requests and notifying appropriate service resources, liaising with the City's building access security system provider in order to track and complete access system changes, preparing Request for Proposals and preparing and processing invoices and contract progress payment requests. Duties also include composing routine correspondence, maintaining and updating records, compiling information in spreadsheets, and preparing reports. The Engineering & Facilities Clerk, as part of the Department's administrative team also provides broader office support services within the Department when required, including providing front counter customer service and reception relief. The ideal candidate for this role is highly organized, flexible and self-motivated and thrives in a fast-paced and dynamic environment.

#### **Requirements:**

- Completion of Grade 12 supplemented by office or administrative courses and sound related office support experience, preferably with experience in a building maintenance services or municipal operations environment or an equivalent combination of training and experience;
- Sound knowledge of the nature of routine building maintenance and repair problems and the type of resources normally required to resolve them, and of the resources readily available to the City as related to the work performed;
- Intermediate to advanced computer skills using Microsoft Office software, supplemented with previous database experience; Experience with iCity preferred;
- Sound knowledge of business English, spelling, punctuation and arithmetic;
- Demonstrated ability to type and create a variety of material, compose routine correspondence and prepare and maintain files, records, reports and related material with accuracy and detail;
- Excellent communication skills, including verbal, written and active listening;
- Ability to work effectively with a variety of internal and external clients in processing inquiries and complaints and to provide a variety of factual information and related services in a professional manner;
- Ability to exercise initiative and make decisions in accordance with applicable rules, regulations and policies;
- Ability to prioritize workloads, to work independently with minimal guidelines and supervision, and to perform tasks under periodic work pressure.

The annual salary range of this position is \$44,412 - \$52,209 with comprehensive benefits offered. If your experience and education have prepared you for success and you are committed to working in a manner that supports a respectful, healthy, and safe environment, we invite you to apply. Please submit a cover letter and resume by the application deadline.

**Application Deadline:** 4:30p.m., Friday, June 9, 2017  
**Submit your application:** Apply online at [www.whiterockcity.ca/careers](http://www.whiterockcity.ca/careers)  
**Recruitment Reference:** 2017-28

[www.whiterockcity.ca/careers](http://www.whiterockcity.ca/careers)

Thank you for your interest. Only selected applicants will be contacted.