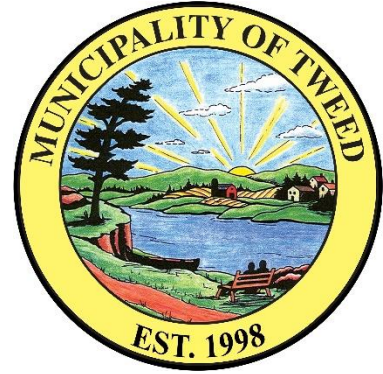


Administration/Public Works Assistant

Municipality of Tweed

The Municipality of Tweed is seeking a dynamic and motivated individual to fill a contract position of Administration/Public Works Assistant to cover a leave.



The Municipality of Tweed is an equal opportunity employer; we welcome applications from people with disabilities, and we can provide accommodations during all aspects of the hiring process. We value the diversity of the people we hire and serve. Diversity at the Municipality of Tweed means fostering a workplace in which individual differences are recognized, appreciated and respected, as well as responded to in ways that fully develop and utilize each person's talents and strengths.

Position Responsibilities

The successful candidate will report directly to the Clerk and the Manager of Public Works for the Municipality, and indirectly to the CAO/Treasurer. The Administration/Public Works Assistant is responsible for providing clerical, administrative, and billing support to the Administration Department and Public Works Department. The position also provides front desk administration.

Key responsibilities include:

- Assists the Public Works Manager in preparing Council reports, tenders, RFQ's, well samples, data call sheets for Quinte Recycling, locates for hydro and gas companies, entrance permits, and request for service documents.
- Provides Front Desk Administration, including but not limited to answering phone calls, processing payments and invoices, answering questions, and directing residents to the appropriate resources.
- Process quarterly water and sewer billing, processes water and sewer payments electronically and via pre-authorized payments, and sends late reminders, final bills, new account paperwork, meter changes, and penalty charges for water and sewer accounts.
- Administers Request for Service process, including producing form, updating log, and contacting public when requested by departments.
- Performs other related duties as required.

Preferred Qualifications

Incumbents should have qualifications, experience and proficient knowledge of the following (or the willingness and ability to obtain, or demonstrate equivalency):

- Post-secondary education in Office Administration or a related field.

- Knowledge of Accounts Receivable functions.
- Knowledge of the Municipal Act, municipal procedures and other applicable legislation such as the Freedom of Information and Protection of Privacy Act, Ministry of Environment regulations, Employment Standards Act and Occupational Health & Safety Act.
- Proven ability to work with Microsoft Word, Excel, Publisher, Outlook, Internet and Adobe programs.
- Valid class “G” driver’s license in good standing.
- Clean Criminal Record Check.

Desired Skills

- Strong organizational skills.
- Exceptional customer service focus.
- Analytical and problem-solving abilities.
- Ability to collaborate within a team and work independently.
- Aptitude for multitasking with both visual and mental focus.
- Excellent verbal and written communication abilities.
- Strong attention to detail.
- Strong time management skills and ability to prioritize task.
- Observes high levels of tact, discretion, and confidentiality.

Working Conditions

This position operates in a climate-controlled office environment with standard weekday hours. The incumbent will spend a significant amount of time interacting with the public. Work entails tasks demanding both visual and mental concentration for moderate durations. Extended periods are devoted to keyboarding and computer-based work. Occasionally, there may be some lifting and carrying of items weighing under 30 lbs (such as office supplies).

This position receives an hourly rate in accordance with By-law 2023-46 at \$24.77.

Qualified candidates are invited to submit a cover letter and resume no later than **4:00 p.m.** on **June 21, 2024**. Interviews for selected candidates will be **Wednesday, June 26, 2024**.

Please send resume and cover letter to Lori Crellin, Clerk to the Municipal Office at 255 Metcalf Street, Postal Bag 729, Tweed, ON, K0K 3J0 or by e-mail to clerk@tweed.ca. Please quote on hand-delivered, sealed envelope or as email subject line “Administration/Public Works Assistant Resume – “your name””. Mailed submissions do not need special identification on the envelope, however, the Municipality is not held responsible for delivery times of the Post Office.

We appreciate all applicants, only those selected for an interview will be contacted.