



EMPLOYMENT OPPORTUNITY

The Town of Pelham, Public Works department is now accepting applications for the following position:

Administrative Assistant to Public Works

Position: Vacant

Number of Positions: 1

Affiliation: CUPE 1287

Work Location: Town Hall, 20 Pelham Town Square

Reporting to the Director of Public Works, the Administrative Assistant provides support and frontline service to the department and the public. The Administrative Assistant is also responsible for the administration of municipal cemeteries, ensuring compliance with the Ministry standards, guidelines and regulations.

Duties Include:

- Respond to telephone calls and counter inquiries relating to the department
- Perform administrative duties as required in support of the Director and the management team, including the preparation of various reports
- Administrate municipal cemeteries including selling plots, preparation of legal paperwork, dealing with monument companies to arrange foundation installations and monument placement, utilizing cemetery software for the sales of plots and interments and genealogy research as requested
- Maintain water reports and employee training records to meet legislative requirements
- Prioritize water and lab reports so they meet the legal specifications and standards of the MOE
- Develop and on-going maintenance of the municipal filing system for the Public Works department
- Respond to resident complaints and concerns using the PSR system to alert the departments of the issue and coordinate utilities for complaints regarding town/regional assets (including streetlights).
- Research and issue special events permits and assign the appropriate departments
- Assist Engineering Department with contract administration duties.

- Maintain and process corporate purchasing cards in collaboration with the Purchasing Department.
- Provide procurement and accounts payable support for all purchase orders within the department.
- Maintain inventory of printer and janitorial supplies and personal protective equipment for the department.
- Intake and coordinate applications including but not limited to Road Occupancy Permits, Driveway entrance and culvert installations, Utility Municipal Consents, Road Closure requests, etc.
- Other duties as assigned

The successful candidate will possess the following:

- Post-secondary education in Office Administration or related field
- 2 years' experience in an administrative role, preferably in a municipal setting
- Experience and education in Cemetery Management is preferred

Salary: \$52,198 - \$57,366 (35 hours per week).

Resumes must be submitted directly to the Manager of People Services at hr@pelham.ca by **4:30m on Wednesday, August 7, 2024.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.