

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>COMMUNICATIONS CLERK</b>		
<b>DEPARTMENT:</b>	Planning & Building Services	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543011
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.07
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Inspections/Deputy CBO, this position devises and maintains schedule of inspections for field staff; provides clear and concise communication between departmental staff, staff from other departments, contractors, and the public; performs dispatch duties; produces and maintains accurate records, reports, and correspondence related to requests for inspection; assists counter staff in dealing with inquiries and communication from contractors, designers, other municipal staff, and the public; maintains amiable relations with the public and fellow employees. 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;
- Must have a minimum typing proficiency of 40 wpm;
- Must have knowledge of and ability to operate a computer terminal and other office equipment;
- Must be familiar with construction industry terminology, familiar with street names, locations, and general geography of the City of Windsor;
- Previous experience as a communications operator would be considered an asset;
- 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.**