

JOB DESCRIPTION

POSITION:	DATA RESEARCH CLERK		
DEPARTMENT:	Geomatics		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543133
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.09

DUTIES:

Reporting to the Drafting Supervisor, this position will be responsible for the research, collection and accurate input of data into Engineering Records Management Systems (Access Databases); preparation and verification of Sewer Permit letters using EIS and Amanda. Will be required to enter engineering reports data into LiveLink and update spreadsheets; archiving of various engineering documents, including Private Drain Collection Cards (PDC); scanning, hyperlinking, databasing and hard copy filing. Maintain printer and plotter logs using Microsoft Excel for departmental billing; maintains all updates and additions to the Standard Engineering Drawings and Specification books, including scanning documents, index updates, email distribution and City website updating using Microsoft Sharepoint as a web editor. Print Standard books for client pickup. Provide various clerical duties, including file management (digital and hard copy), scanning of documents and other related duties as required including taking meeting minutes, typing documents and packaging of customer pickups and deliveries. Will act as a backup for the Print Room Operator using Engineering scanners, plotters and software as well as digital filing. 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 training in General Arts & Science, Office Administration, or Civil Engineering program, or Ontario Ministry of Education equivalency.
- Must have over one (1) year of demonstrated experience in a computerized office environment utilizing the Microsoft Office Suite of Products (i.e., Word, Outlook, Access, and Excel);
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have the ability to read and extract information from drawings;
- General experience in EIS, Amanda and Livelink will be considered an asset;
- General knowledge of scanning documents and manipulating same in Adobe Acrobat Pro and other graphic editing software will be considered an asset;
- General knowledge of survey, mapping, sewer and road construction drawings will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary to heavy 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.