

JOB DESCRIPTION

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| POSITION: | MAINTENANCE CLERK | | |
| DEPARTMENT: | Pollution Control | | |
| LOCATION: | Various | UNION: | C.U.P.E. Local 543 |
| HOURS OF WORK: | 40 | JOB CODE: | 543139 |
| SHIFT WORK REQ'D: | No | GRADE/CLASS: | 0.09 |

DUTIES:

Reporting to the Manager of the Lou Romano Water Reclamation Plant (LRWRP), or designate, this position will be responsible for providing administrative, technical, and Computerized Maintenance Management System (CMMS) support for the LRWRP and Little River Pollution Control plant, as well as pump stations. Will be responsible to enter data and maintain a CMMS database system for preventative maintenance planning and scheduling, data recording purposes such as MSDS, chemical deliveries, and sludge accumulation. Will be responsible to collect, separate, collate and input septic and leachate tickets; transfer monthly charges for septic haulers, records status of schedules, work orders, generates reports related to deliveries, and provides reports to other departments for billing purposes. Responsible to maintain database system related to staff immunization records, staff certifications such as CPR, Confined Space Entry, and other certifications. Compiles data and creates reports for plant operational and regulatory requirements; modify and create computer programs to generate reports such as staff training, work orders, sludge data, septic data, staff absence, and other required reports. Also responsible for maintenance of plant records, library and file systems. Creates requisitions and matches invoices and packing slips to appropriate purchase orders; reconciliation, balancing, checking, signing and issuing receipts. Will be the customer service backup to Intermediate Clerk and Administrative Assistant positions when required; must maintain amiable relations with the public and fellow staff; will be required to travel to off site locations weekly. 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 two (2) years of post secondary education from a Community College in Mechanical Engineering or Mechanical Technician field, or Ontario Ministry of Education equivalencies;
- Must have over six (6) months of experience in a mechanical/industrial environment, combined with a sound working knowledge and proficiency with the Microsoft Office Suite of Products, particularly Outlook, Word, and Excel;
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must pass a mechanical aptitude test given by the Corporation;
- Must have initiative and ability to work with minimal direction;
- Must have good communication and organizational skills;
- Experience utilizing database, maintenance program, and crystal report software would be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary to light 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.