

JOB DESCRIPTION

POSITION:	FORESTRY CLERK		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543167
HOURS OF WORK:	33.75	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Administration or designate, this position will be responsible for telephone inquiries, typing, copying, word processing, filing of departmental correspondence and communications. Handles 311 service requests as well as telephone and in-person inquiries regarding trees; in charge of the computerized tree inventory system; gathers information from the public either by telephone or in person concerning city trees including trims, removals, planting, sewer problems, commemorative tree calls, emergency tree calls, etc. Prepares computerized tree work orders and submits same to the Manager of Forestry and Horticulture and/or Forestry Supervisor, as well as inputs completed work orders; prepares house moving permits and receipts; updates all screens of this inventory system; prepares statistical reports on a periodic and annual basis; makes required changes to tree trimming and tree removal contracts. Will respond to customer inquiries or re-route inquiries by telephone or at the reception counter. May seldom be required to drive own vehicle to the Parks Administration office as required. Maintains amiable relations with the public and fellow staff. 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 utilizing the Microsoft Suite of Products such as Word and Excel;
- Must have the ability to travel to off site 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 be proficient in word processing with a minimum typing speed of 40 wpm;
- Must have experience using office equipment such as copiers, facsimile machines;
- Must have excellent communication skills;
- Must have the ability to deal with irate individuals in person or by telephone;
- Experience and ability to work with database computer applications will be considered an asset;
- The physical demands analysis associated with this job indicates a 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.