

JOB DESCRIPTION

POSITION:	SECRETARY - FIELD SERVICES		
DEPARTMENT:	Operations	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543246
HOURS OF WORK:	33.75	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Contracts, Field Services & Maintenance, this position will respond to residential construction inquiries and complaints; use Corporate communication tools, telephones, e-mail etc; provides correspondence for management staff; record/distribute incoming and outgoing mail/faxes; report and chart staff overtime; record and coordinate downspout disconnection requests; coordinate basement elevation schedule for survey staff; record and report attendance; receive and sign for delivery of goods/equipment and maintenance services; report road closures; inventory/reordering of office supplies; attaches records and documentation in the Amanda and Hansen systems; schedule meetings for management staff and field staff for Quality Assurance/Quality Control; schedule Ontario one call sewer locate and clean out cap replacement; maintain filing system and staff vacation schedule; petty cash disbursements; invoice maintenance; contact for Employee Wellness Program. 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 education from a Community College in Office Administration, or Ontario Ministry of Education equivalencies; OR
- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency, plus ten (10) full-time years of experience with the Corporation of the City of Windsor in an Administrative/Secretarial/Clerical position with successful completion of all three (3) levels of the Computer Technology Certificate;
- Must have over one (1) year of experience in a computerized office environment using the Microsoft Office Suite of products such as Word, Excel and Outlook, with experience utilizing technical/construction terminology and processes;
- Must be capable of working without detailed direction and close supervision;
- Must have a minimum typing speed of 40 wpm;
- Must possess excellent communication skills;
- Experience working with Amanda and Hansen would be an asset;
- Knowledge of E.I.S. System would be 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.