

Administrative Assistant to Public Works

Scope of work to include but not limited to:

Clerical

- Upkeep Maintenance Schedules:
 - Winterization of Town's major assets.
 - Regular maintenance: e.g., Campground brushing, crosswalk painting, line painting, street sweeping, etc.
 - Inspections: facilities, sidewalks, roads, sewer flushing, etc.
- Government reporting:
 - Ministry of Environment: effluent reporting for treatment plant.
 - VIHA: e.g., annual drinking water reports.
- Keeping track of and reporting of project progress and working with finance to satisfy Government Reporting.
- Receive water samples and prepare for shipping to lab for testing. Maintain schedule of results.
- Research information as required.
 - e.g., Procurement, well flow data for ground water licencing, information requests from McElhanney's, etc.
- Respond to general resident inquiries (phone calls and email)
- Maintain a filing system.
- Schedule meetings, reminders, and manage calendar for Public Works Manager.
- Compile information for invoicing.
- Process daily time sheets and time off requests for submission to finance.

Safety

- Assist in the development of the Health and Safety Plan:
 - Compiling of Job Safety Breakdowns (JSB) and Standard Operating Procedures (SOP).
- Maintain checklists, data, and follow up for facility and equipment inspection.
- Prepare safety meeting agenda's, minute keeping, and records management.
- Ensure employees are up to date on certifications, licences, and schedule training as needed.
- Ensure permits and licences are current and create a schedule. e.g., Electrical permits for buildings, operating permits for boilers, operating permits for the drinking water, etc.
- Safety equipment inspection schedule: e.g., Fire extinguishers, first aid kits, lifting straps (slings and chains), lifejackets, harnesses, etc.