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INTERNAL JOB OPPORTUNITY

COMPETITION No.:	19/173	PN: 40002981
POSITION:	ADMINISTRATIVE CLERK 1	
DEPARTMENT:	INTEGRATED WATER SERVICES Infrastructure Operations	
PAY GRADE:	J10a	
SALARY:	\$28.94 - \$30.82 per hour	
HOURS OF WORK:	80 hours bi-weekly	
STATUS:	REGULAR FULL TIME (APPROXIMATELY 2 YEAR TERM)	
CLOSING DATE:	August 20, 2019 by 4:00pm. Applications will only be accepted from eligible CRD employees represented by CUPE Local 1978	

SUMMARY:

The Administrative Clerk 1 provides administrative support for Infrastructure Operations, a Division responsible for the operation and maintenance of the CRD water treatment, supply and distribution systems as well as wastewater collection and treatment systems. This position is typically focused on Core Area Operations.

This is a term position with an anticipated duration of approximately two years.

DUTIES & RESPONSIBILITIES:

- Performs administrative (mail, faxes, courier, filing) and reception duties as required.
- As SharePoint champions for the IO Division, administers the digital filing as well as permissions for IO staff.
- Creates, prepares, and processes document templates, upon request, with attention to corporate style guides and CRD IWS protocol required to maintain proper formatting, grammar and punctuation.
- Ensures forms are available for staff, on request. Creates forms as necessary
- Processes timesheets, leave forms, overtime sheets for staff. Prepares timesheet and quota reports, quota information, as required.
- Documents duty operator schedule for IO Manager and Supervisor review.
- Processes monthly purchase card transactions for staff with Access Online.
- Processes all aspects of invoice payments.
- Prepares training requests for staff for approval process. Submits CEU requests to EOCP.
- Maintains IO Training Matrix.
- Works with OH&S staff and management to organize training courses for staff in-house for CRD or outside organizations.
- Coordinates and maintains new and exiting employee documentation, key distribution and work station requirements (desk and cell phones, computer access and MS office programs). Coordination includes liaising with Information Technology and Human Resources departments. Conducts orientation of all site office and administration processes for staff.
- Communicates with supervisors and field operators regarding emergencies, meter data and routine work.

- Receives BC One Call requests and submits for IO Staff action.
- Tracks and files employee incident reports.
- Organizes meetings and takes minutes upon request.
- Coordinates shipping and receiving of deliveries.
- Provides procurement support including monitoring and ordering office stationary and assists in coordination of printer maintenance.
- May be required to assist in organizing staff events as required.
- Works with Operations to prepares lockout permits and SOP's based on operator input for accessibility on SharePoint.
- Submits vehicle gas receipts as well as pre/post vehicle Inspection reports, as required.
- Performs queries in SAP and SharePoint when requested.
- Provides backup for other IWS Administrative staff as required.
- Works with central IWS administration to maintain records.
- Works with central IWS administration to store and expunge archival records on site, as required.
- Creates files as requested using Infolinx.
- Responsible for all administrative duties as required for water and wastewater treatment operations at the Core Area and Port Renfrew.
- Documents and distributes daily work board schedules.
- Enters Environmental Spill Report data.
- Assists with coordination of contractors or CRD Facilities for on-site services.
- Inputs and distributes daily work board schedules.
- Maintains well and water production levels with Monthly Operations Reports.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

QUALIFICATIONS:

- High school graduation supplemented by office or business administration courses.
- Three (3) years related experience. An equivalent combination of education and experience may be considered.
- Excellent verbal and written communication, interpersonal, and customer service skills are required.
- Demonstrated ability to type accurately at 55 wpm.
- Proficiency and experience with Microsoft Office programs: Word, Excel, PowerPoint, Outlook and Internet Explorer.
- Proficiency and experience with SAP and SharePoint with experience in entering data into a database.
- Working knowledge of Infolinx.
- Demonstrated knowledge of grammar, spelling and proper formats and styles for business correspondence.
- Knowledge of office operations, administrative processes and systems.
- Ability to adhere to prescribed procedures and policies relating to WorkSafe BC and Integrated Water Services safety practices.
- Ability to compose correspondence of moderate complexity and edit/proof documents.
- Proven ability to record accurate minutes.
- Ability to identify issues, analyze and determine alternative solutions and resolve problems.
- Ability to manage a variety of administrative responsibilities under time constraints while maintaining a high level of attention to detail and prioritizing appropriately to meet deadlines.
- Ability to follow oral and written instructions with minimal direction and deal with constantly fluctuating levels of work.
- Must possess a valid BC Driver's license and valid driver's abstract.

APPLICATIONS:

This job posting is open only to current CRD employees represented by CUPE Local 1978.

This is a Union position. All CRD/CUPE Local 1978 applicants must submit a cover letter and current resume for this position. Applications quoting the competition number will be received by the closing date posted above online: www.crd.bc.ca, by fax (250) 360-3076, by email careers@crd.bc.ca, in-person or through interoffice mail in Human Resources.

The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.

Posted August 14, 2019