

CITY OF HAMILTON

COMMUNITY & EMERGENCY SERVICES DEPARTMENT (FIRE OPERATIONS - LOCATION – 177 BAY ST. N.)

HES MECHANICAL ADMINISTRATION PARTS CLERK- CUPE 5167

SUMMARY OF DUTIES

Report to the Chief Mechanical Officer, perform a variety of administrative and support functions for the Mechanical Division as well as provide shared support for other divisions within Hamilton Emergency Services as required.

GENERAL DUTIES

Complete shop journal such as staffing, operational issues, problems specific shop details and parts information.

Receive and answer inquiries by telephone from other divisions and departments. Relay messages as appropriate.

Process all incoming mail by sorting and distributing as appropriate, maintaining confidentiality when necessary to do so.

Send faxes and distribute incoming faxes, photocopy documents.

Maintain office filing system.

Drive shuttle for vehicle movement, service provider appointments and for parts and supply pick-up.

Contact suppliers to secure parts, confirm orders and/or delivery and for follow-up.

Process, maintain and complete all confidential staff records such as absence reports, vacation, overtime, performance evaluations, accident reports, probationary notices, union notices, confidential employee address and telephone number listings.

Review invoices and statements for accuracy before forwarding for payment. Process invoices and packing slips. Verify preliminary account assignment and backorders.

Compile and update reports such as monthly statistical and cost statements.

Input and retrieve data and run available reports as required from a computer-based information system for the purpose of tracking asset inventory and preventative maintenance information for vehicles and equipment which is serviced by the Mechanical Division.

Liaise with other divisions and departments, outside agencies/organizations and the public as required.

Order and maintain office supply inventory for Department. Liaise with vendors and ensure charges are applied appropriately.

Perform other duties as assigned which are directly related to the duties of this position.

QUALIFICATIONS

1. Previous business and administrative experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Thorough knowledge of business English.

3. Good verbal and written communications skills.
4. Experience in a computerized environment. Working knowledge in Word, Excel and MS Outlook. Ability to input data at an acceptable speed. Working knowledge of database application. Knowledge of PeopleSoft AP Purchasing Modules and AVANTIS would be considered an asset.
5. Demonstrated ability to prepare correspondence, absence reports and compile statistics.
6. Demonstrated ability to complete forms, verify and process cheque requisitions and maintain records and files.
7. Must possess initiative, good judgement and ability to work independently.
8. Able to work in multiple locations.
9. Must have a valid class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.