

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(GROWTH MANGEMENT DIVISION –CONSTRUCTION – LOCATION – 71 MAIN ST.W., 6TH FLOOR)

CONSTRUCTION CLERK – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, performs clerical and administrative duties associated with the operation of the Engineering Construction Section of the Growth Management Division.

GENERAL DUTIES

Performs word processing and prepares routine correspondence, forms, lists, templates, and mail merges.

Maintains database such as creating new records, inputting and retrieving information and making revisions as required.

Receive, assess and respond to Lot Grading/Construction inquiries from the public, elected officials and other departments regarding Lot Grading issues for appropriate departmental response and/or follow up.

Tracks Lot Grading Plot Plans and certificates and ensures submission compliance with the City's Lot Grading Policy.

Arrange and schedule inspections as required.

Tracks expiry of insurance certificates as required under subdivision agreements, prepare letters and notices to developers and contractors, request and process insurance renewals.

Processes and records invoices, prepares and forwards payment to appropriate Department.

Prepares documentation for the release of securities.

Prepares weekly tracking documentation for Letter of Credit reductions and City Share payments.

Answers requests and general inquiries from outside agencies, elected officials and property owners regarding lot grading compliance status.

Maintains divisional filing system by sorting, filing, arranging, moving files, creating new files, preparing and retrieving files for off-site storage, purging files and records.

Co-ordinates and schedules meetings, meeting rooms and transcribes minutes at meetings and draft letters, as required.

Photocopies and faxes documents, correspondence, etc. for staff as required.

Receives counter inquiries and direct to appropriate staff for follow up.

Provides clerical assistance to other staff as required.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the position.

QUALIFICATIONS

1. Demonstrated work experience in an administrative / clerical role normally acquired through a combination of education and relevant work experience in the construction and / or engineering industry.
2. Demonstrated ability with data entry, inputting with a high level of speed and accuracy
3. Must possess excellent computer skills with above average working knowledge of Microsoft Office operating systems and software (Word, excel).
4. Must possess working knowledge of construction and grading terminology and processes.
5. Must possess excellent grammar and spelling skills.
6. Must possess excellent interpersonal skills and the ability to relate to elected officials, peers, superiors and the general public with tact and professionalism.
7. Must possess initiative, good judgment and the ability to provide guidance and take a leadership role when necessary.