

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
CORPORATE ASSETS AND STRATEGIC PLANNING DIVISION – FACILITIES MANGEMENT AND CAPITAL PLANNING SECTION – 28 JAMES STREET NORTH – 5TH FLOOR (LISTER BLOCK)

FACILITIES OPERATIONS & MAINTENANCE ASSISTANT – CUPE 5167

SUMMARY OF DUTIES

Reports to Manager, Corporate Buildings and Technical Services, provides administrative and financial functions for the Facility Services Section, including the Help Desk Operations.

GENERAL DUTIES

Prepares A/P, A/R, P/O, Open Orders, cheque requisitions, requests for invoices, procurement card account distributions and numerous other routine activities as required by the Training Division, as well as perform other administrative functions supporting the Division.

Arranges agendas and minutes for Health and Safety meetings at various locations.

Composes routine correspondence.

Receives notification from all Facilities employees reporting all absences. Processes and documents all absence reports for all absenteeism.

Processes vacation entitlements based on Human Resources data and forward to all supervisors.

Processes, balances and calculates vacation balances based on Human Resources data and reconciles with all Facilities employees. Monitors and verifies overtime banked and overtime used.

Creates and edits various confidential correspondence, forms, documents, reports and lists using Word.

Schedules appointments, arranges meetings, books facilities, organizes the delivery of presentation equipment, prepares necessary documentation, provides for catering arrangements and informs participants of arrangements.

Arranges staff training and maintains the division's training matrix.

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

Compiles and updates reports such as monthly statistical and cost statements.

Prepares correspondence and compiles statistics using Word and Excel.

Answers telephone, greets visitors and receives routine enquiries in person and by telephone. Relays calls and messages to appropriate staff

Responds to inquiries and liaises with local officials, local boards, government agencies, outside organizations, internal staff and the general public and follow-up as needed.

Receives and answers inquiries for Wentworth Operations Centre.

Updates to required reports into ARCHIBUS System.

Types and word processes correspondence, agendas, minutes and reports of a general, confidential and technical nature.

Back up to Administrative Assistant for Manager, Corporate Buildings & Technical Services.

Back up for Facility Help Desk

Maintains office filing system such as correspondence, reports, minutes, agenda, and building files and ensure all documentation is current and up to date.

Receives and answers inquiries from the public, trades people, other departments, contractors and outside firms.

Receives maintenance calls. Assesses urgency and prioritizes maintenance calls.

Dispatches and determines work assignments for routine day to day maintenance requests for staff and contractors.

Develops and maintains confidential and information filing systems.

Required knowledge of City Purchasing Policies and contracts when dispatching work orders

Requisitions office supplies.

Oversees students.

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

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.

QUALIFICATIONS

1. Demonstrated satisfactory experience in clerical and administrative duties listed normally acquired by a combination of education and relevant work experience.
2. Thorough knowledge of business English.
3. Experience in a computerized environment with proficiency in Microsoft Word, Microsoft Excel, Microsoft Outlook.
4. Experience in PeopleSoft Accounts Payable and PeopleSoft Purchasing Modules would be preferred.
5. Knowledge of contracts, tenders and specifications preferred.
5. Ability to input data at an acceptable speed.
6. Demonstrated ability to prepare correspondence, absence reports and compile statistics.
7. Demonstrated ability to complete forms, verify and process cheque requisitions and maintain records and files.
8. Knowledge of general accounting principles, including demonstrated ability to monitor accounts, maintain routine financial records, calculate, prepare and process invoices and accounts payable would be an asset.
9. Must have a high level of accuracy and speed in preparation of written communication.
10. Must possess excellent interpersonal skills and the ability to communicate and to relate to elected officials, peers, superiors and the general public with tact and professionalism.