

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSPORTATION, ENERGY & FACILITIES DIVISION – CENTRAL FLEET – LOCATION – 330 WENTWORTH ST. N.)

VEHICLE OPERATIONS CLERK - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Garage Superintendent, provides confidential administrative support on a range of administrative duties that affect the operations of Central Fleet.

Works with a minimum of supervision on multiple activities and ensures deadlines are adhered to and established procedures followed.

GENERAL DUTIES

Provides confidential administrative support for the Garage Superintendent.

Assumes responsibility for all routine administrative duties within Central Fleet.

Assists in administrative and business matters such as processing confidential matters and processing invoices for Central Fleet.

Prepares, composes and proof reads correspondence and reports on a variety of matters, both routine and confidential, and takes minutes for the Garage Superintendent as directed.

Schedules appointments, arranges meetings, books facilities, organizes the availability of presentation equipment, prepares necessary documentation, provides for catering arrangements (if required) and informs participants of meeting dates and locations.

Maintain filing system for Annual Inspection Certificates for all applicable CVOR fleet vehicles.

Maintain and update MSDS binders for Central Fleet locations.

Maintain a training matrix for Central Fleet employees by recording training dates and courses taken.

Process outside service invoices by scanning, attaching to work orders, and inputting into the Fleet system.

Renew licences for Vehicle Inspection Stations and registered mechanics on a yearly basis.

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

Work 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. Previous business and administrative experience encompassing data entry duties normally acquired through a combination of education and related work experience.

JOB ID 665

2. Superior keyboarding skills with the ability to accurately and quickly convert information from written, typed or printed documents into database.
3. Must possess excellent written and verbal skills.
4. Demonstrated organizational and time management skills.
5. Ability to process work orders and invoices with special attention to detail.
6. Must possess initiative, good judgement and the ability to provide guidance as required.
7. Must possess excellent computer skills with above average knowledge of Microsoft Office software (Word, Excel and PowerPoint), Microsoft Windows, a knowledge of Avantis/Hansen or similar Maintenance Management Information System (MMIS) would be an asset.