

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENERGY, FLEET & FACILITIES MANAGEMENT DIVISION – FACILITIES OPERATIONS & MAINTENANCE -
LOCATION – 125 BARTON ST. W., HAMILTON)

FACILITIES CLERK – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Facilities Operations & Maintenance, the Facilities Clerk provides support to the Manager, Superintendents and Supervisors within the Corporate and Community sections of the division. Co-ordinates and schedules meetings, assists with preparation and administration of agendas, meeting minutes; policies, procedures, standard operating procedures and procurement processes.

GENERAL DUTIES

Assists and maintains standard operating procedures along with checklists to ensure staff are working in a safe and consistent manner.

Prepares and tracks A/P, A/R, P/O, Open Orders, requests for invoices, procurement card account distributions, ARCHIBUS (EAM) work orders and numerous other routine activities as required by the Facilities Maintenance Section. Prepares and processes purchase orders and procurement policy forms in a timely manner.

Creates, reviews, edits and tracks all administrative activities related to Facility Management including but not limited to personnel administration, meetings, equipment tracking, multiple timesheets. Inputs and submits Supervisor On Call Timesheets with On Call Log weekly, staff scheduling, building keys. Records weekly absence, vacation schedule, overtime accumulation. Provides coverage/backup to the Facilities Operation & Maintenance Assistant.

Co-ordinates, schedules and arranges for meetings. Takes, transcribes and distributes minutes of various section meetings, or stakeholder meetings, and special project meetings.

Co-ordinates and signs up staff for training sessions. Maintains the training matrix for all facility staff.

Assists the Aquatic Supervisor with site inspections during pool openings and shutdowns.

Codes invoices through WebCenter and distributes to appropriate approver.

Prepares a list for Risk Management of (RMS) invoices for graffiti etc. to be logged and sent to Risk Management for processing.

Prepares data reporting and issuance of work orders through Archibus Maintenance Tracking System.

Prepares spreadsheets and multiple use documents using Microsoft Word and Excel.

Sorts and distributes incoming mail; processes outgoing mail.

Develops and maintains confidential and information filing systems, reference materials, reports and general correspondence.

Works within the Hamilton Public Library E-Net site to report vacation/absences for our Hamilton Public Library employees located at the Central Library.

Orders supplies when needed on behalf of Supervisors/Superintendents/Manager(s)

Answers telephone; takes and relays messages.

Receives and answers routine inquiries from contractors, public, staff and other sections/departments.

Sets up hiring for Summer Students, oversee all of their needs.

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 job.

QUALIFICATIONS

1. Demonstrated experience in the duties listed normally acquired by a combination of education and relevant work experience.
2. Previous business and administrative office experience.
3. Ability to input and retrieve data accurately and at an acceptable speed. Ability to maintain databases and generate standard queries.
4. Demonstrated ability to answer and redirect calls as necessary in an efficient and courteous manner.
5. Thorough knowledge of business English. Demonstrated excellent written communication skills.
6. Demonstrated experience in a computerized environment. Highly proficient and intermediate knowledge in Word, Excel, Outlook and database software.
7. Demonstrated ability to multi-task, prioritize, possess initiative, good judgement and able to work independently in a fast-paced environment. Must be able and willing to assist a diverse group of superintendents and supervisors.
8. Demonstrated ability to word process correspondence and documents.
9. Previous experience taking and transcribing minutes.
10. Knowledge of Archibus software (and EAM) considered an asset.
11. Possess a valid Class "G" Driver's license in the Province of Ontario with provision of a vehicle.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
