

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (ENERGY, FLEET & FACILITIES DIVISION – LOCATION – VARIOUS)

DIVISIONAL ADMINISTRATIVE CLERK – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Director's Office, the Divisional Administrative Clerk performs the necessary administrative duties related to the operation of Energy, Fleet & Facilities Management to support the office environment.

GENERAL DUTIES

Preparation of PowerPoint presentations for divisional and sectional presentations.

Assists in the Microsoft Word preparation and editing of council/committee reports and other documents supporting the division.

Acts as a lead in setting up the bi-annual divisional meetings

Acts as a back up to the sectional administrative staff.

Preparation and Photocopying of reports and facility information for staff;

Regularly updated the training matrix for all EFFM Division

Deals with contract administration, including purchase order requisitioning and liaising with the user department and contractors;

Responds to the facility supervisors in regards to facility maintenance contracts;

Retrieves reports from various software (Archibus, Hansen and CAD preferred) such as divisional specific information which may include equipment inventory information, contractual services information etc;

Use of advanced Microsoft Excel skills for the purpose of streamlining data management of inventory and budget data using pivot tables and the linkage of multiple spreadsheets and workbooks;

Must be able to create documents that include hyperlinks to related documents.

Operates office equipment including, copier, fax machine, computer, printer and voice mail;

Assists in the preparation of flyers, brochures and other promotional materials.

Maintains a clean, safe and tidy work area.

Takes, transcribes and distributes minutes of various section meetings in a timely fashion.

Co-ordinates, schedules and arranges for meetings.

Works in accordance with 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. Previous office experience related to duties listed above normally acquired by a combination of education and related work experience.
2. Must possess excellent computer skills with a minimum intermediate with Microsoft Word and Excel software.
3. Working knowledge of PowerPoint for the purpose of detailing aerial maps.
4. Good understanding of CMMS, Archibus, Hanson is preferred.
5. Understanding of CAD would be an asset.
6. Must have knowledge and experience in the administrative aspects of procurement in a public sector
7. Above average interpersonal, communication and writing skills required.
8. Previous experience working with general public would be an asset.
9. Familiarity with public procurement policy and procedures would be an asset.

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

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