

Clerk – Operations (Engineering Services)
Temporary Full-Time

Contribute to making the District of North Vancouver a great place to live, work and play for generations to come. Stretching from Deep Cove in the east to the Capilano River Canyon in the west, the District of North Vancouver is characterized by innovative municipal government that maintains and enhances the quality of life for its residents and businesses.

The Engineering Services department is looking for a temporary full time Clerk – Operations to join their team at the Municipal Hall until approximately December 23, 2016. This is primarily customer service, clerical and typing work of moderate complexity. The work involves performing timekeeping duties; processing and routing service and work requests; providing diversified information and assistance to the public on matters related to the services, procedures, policies and operations of the Division; processing applications for a variety of permits and performing a variety of duties of a semi-technical nature. You will provide general customer service and clerical support to various sections of the Division and exercise some independent action and judgment.

The successful applicant will have:

- Sound knowledge of the applicable departmental policies, practices, procedures and Union agreement;
- Sound knowledge of the operations and functions of the Division;
- Sound knowledge of the practices and procedures used in the operation of computerized operations management systems;
- Sound knowledge of modern office practices and procedures, including timekeeping and record keeping practices, business English, spelling, punctuation, arithmetic, filing and related clerical functions;
- Ability to compose routine correspondence, reports and related material independently;
- Establish and maintain effective working relations with a variety of sources and provide information and assistance and resolve routine complaints;
- Ability to read non-complex engineering plans and drawings and be skilled in the use of office equipment and two-way radio.

Qualifications:

Completion of Grade 12, preferably including or supplemented by commercial, typing, word processing courses, plus sound related experience in an Engineering Department, experience with related applications (GIS/geoweb, Permit Plan, JDE accounting/time entry, MS applications such as Word and Excel, and PC Docs), or an equivalent combination of training and experience.

If you have what we're looking for and enjoy working in a fast paced environment with a group of enthusiastic and dedicated people, we want to hear from you. Please apply on-line with your cover letter and resume at www.dnv.org/careers by June 6, 2016. The salary range for this unionized position is Pay Grade 15, \$23.61 to \$27.75 per hour (2015 rates) based on a 35-hour workweek.

We thank you for your interest in employment with the District of North Vancouver and advise that only those shortlisted for an interview will be contacted.