



## **Water Administrative Assistant – 12 Month Contract**

### **The Corporation of the Township of Tiny**

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The Township of Tiny is currently seeking a qualified applicant for the position of Water Administrative Assistant for a 12-month contract (contract length subject to 2023 Budget approval).

Reporting to the Water Supervisor, this contract position assists the Water department by performing various technical and clerical tasks. The Water Administrative Assistant assists with administrative duties and locate administration. Administrative duties include: responding to verbal and written inquiries/complaints from the general public, internal departments, Council, contractors, solicitors, among others; creation of internal and external communication for the Water Department, data entry of regulated sampling and monitoring activities; and other duties as assigned. The Locate Administration duties include: determine needs and requirements for the locate; enter locate information into Ontario One Call; request locates for emergency repairs and distribution work; and other duties as assigned.

#### **Qualifications:**

- Post-Secondary education with a background in Administration and/or Environmental or equivalent experience
- DWQMS Internal Auditing certification an asset
- Locate Administrator course an asset
- Municipal experience in administration and water operations an asset
- Operation in Training certification an asset
- Solid working knowledge of Microsoft Office and other software applications
- Knowledge of Municipal, Provincial and Federal Regulations relating to Municipal operations and Health and Safety particularly relating to Water as an asset
- Capable of handling multiple, changing priorities as position has varied deadlines and tasks with frequent interruptions or external demands
- Able to address public concerns in a professional manner with excellent interpersonal skills
- Self-starter, able to complete all tasks independently with minimal supervision
- Ability to learn or expand on technical reporting and coordination
- Valid Class "G" Drivers license
- Bilingualism in French and English an asset

The Township of Tiny offers a competitive salary package. Salary range – \$18.36/hour, based on a 40 hour work week. Visit [www.tiny.ca](http://www.tiny.ca) for a detailed job description. Individuals having these qualifications are encouraged to submit a resume and letter of application by noon on August 19, 2022 to:

Human Resources  
Township of Tiny  
130 Balm Beach Road West  
Tiny, ON L0L 2J0  
Fax: (705) 526-2372  
Email: [humanresources@tiny.ca](mailto:humanresources@tiny.ca)

We thank all applicants who apply for this position but only those selected for an interview will be contacted.

The Corporation of the Township of Tiny is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Personal information collected shall only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.