



INTERNAL/EXTERNAL POSTING

Public Works Clerk (Full-Time)

The Public Works Department seeks an individual with outstanding customer service and interpersonal skills to join their team on a permanent full-time Basis. Reporting to the Director of Operations and working with the Public Works Clerk, you will provide a variety of clerical support services to the department.

In this position, you will provide information to the public in relation to a variety of Town and Public Works functions; taking general inquiries, provide clerical support, arrange water/sewer samples, collecting data, utility locate requests, maintain public works filing, help coordinate water utility turn on/off requests, cemetery records and requests, among various other tasks as needed. You will be responsible for providing customer service in a professional and courteous manner, including dealing with upset or angry customer complaints with a considerable amount of judgement.

The starting salary range for this position is \$25.89 to \$30.02 (2020 CUPE Collective Agreement) depending on experience. *Please submit a resume and cover letter and please note only complete applications will be considered.*

Application Deadline	3:00 pm, Friday, August 13, 2021
Submit your Application	Public Works, 5971 Sawmill Road, Oliver, BC V0H1T0
eMail	sgoodsell@oliver.ca