

POSITION:	ENGINEERING TECHNICAL CLERK (DEVELOPMENT)	JD-ENGTHCLK
DATE:	January 2021	

Purpose

The Engineering Technical Clerk (Development) is a member of the Engineering and Environmental Services Department responsible for providing customer services and technical administrative support.

Required Training and Experience

- A minimum of two years towards a college diploma in business administration, computer technology, public administration or related field;
- A minimum of six years' experience in local government, with at least three of those years in Engineering or Infrastructure departments;
- An equivalent combination of education and experience may be considered;

Work Environment

- Works primarily in an office environment but may be required to visit construction or development sites;
- Mentoring and monitoring of work produced by other clerks;
- Long hours in sitting position;
- Exposure to standard office equipment and computers;
- Work schedules are flexible for attendance at meetings after normal work hours;
- Operation of a motor vehicle may be required.

Main Scope of Work

- Answer all public inquiries with a focus on development engineering processes and policies;
- Arrange and attend various engineering related meetings, both in the field and in the office;
- Record, distribute and tack minutes of meetings;
- Provide direction, support and guidance on District bylaws, processes and policies;
- Prepare, process and track engineering files, applications, permits and agreements;
- Prepare, register and track engineering related legal documents;
- Liaise with external agencies regarding technical applications and processes;
- Receive and evaluate engineering applications for compliance;
- Act as the first point of contact for enquiries related to engineering files and applications;
- Create and publish information brochures, technical bulletins and other public information and communication documents as assigned;
- Assist the Engineering and Environmental Services Team in the preparation of correspondence and presentations to Committees and Council;
- Provide research assistance, analysis and reports as required;
- Perform other related duties as required.

Required Abilities, Technical Skills and Knowledge

- Exceptional ability and skills to tactfully deal with internal and public inquiries with courtesy and tact in explaining or exchanging information;
- Sound organizational, research and time management skills;
- Sound knowledge of bylaws related to development engineering services and general knowledge of other District bylaws and service functions;
- Good knowledge of computer systems (Microsoft Office), GIS Global mapping, and general office equipment;
- Strong skills to prepare effective and accurate written communication;
- Intermediate knowledge of records management principles;
- General knowledge of land use legislation affecting local government;
- Ability and skills to read and understand maps, sketches and plans;
- Ability and skills to prepare minutes and correspondence quickly and accurately;
- Fast and accurate typing;
- Ability to promote teamwork and work independently;
- General knowledge of the principles of business or public administration;
- General knowledge of local community organizations and its citizens;
- General knowledge of utility billings, user fees, and taxes;
- Knowledge of the District's organizational structure.

Human Resources and Safety Manager

Chief Administrative Officer

Employee Name

Employee Signature