

**POSITION: COMMUNICATIONS CLERK****JOB POSTING #:**

**DEPARTMENT:** Building  
**POSTING TYPE:** Corporate  
**POSTING STATUS:** Regular Full-time  
**# OF POSITIONS:** 1  
**SHIFT WORK REQ'D:** No

**UNION:** 543  
**JOB CODE:** 543011  
**POSITION #:**  
**GRADE/CLASS:** 0.07  
**SALARY RANGE:** \$20.26 - \$23.82 per hour  
**HOURS PER WEEK:** 33.75

**DUTIES:**

Reporting to the Director of Inspection Services/Assistant Commissioner, devises and maintains schedule of inspections for field staff; provides clear and concise communication between departmental staff, staff from other departments, contractors, and the public; performs dispatch duties; produces and maintains accurate records, reports, and correspondence related to requests for inspection; assists counter staff in dealing with inquiries and communication from contractors, designers, other municipal staff, and the public; maintains amiable relations with the public and fellow employees; performs other related duties as required. Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over three (3) months experience in a computerized office environment
- Must have a minimum typing proficiency of 40 w.p.m.
- Must have knowledge of and ability to operate a computer terminal and other office equipment.
- Must be familiar with construction industry terminology, familiar with street names, locations, and general geography of the City of Windsor.
- Previous experience as a communications operator would be considered an asset.
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.

**POSTING SPECIFICS:****Posting Period:**

- at 8:30AM to at 4:30PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

**Who May Apply:**

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

- Complete an Internal Job Transfer form (available at Human Resources or on Dashboard) and attach a resume specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer and resume to the Human Resources Department

**Updated:**

- By Human Resources on June 18, 2010