

JOB POSTING #:

UNION: 543
JOB CODE: 543149
POSITION #:
GRADE/CLASS: 0.11
SALARY RANGE: \$24.36 - \$28.66 per hour
HOURS PER WEEK: 33.75

Reporting to the Manager of Administration, will be responsible for issuing various types of permits under the control of the Office of the City Engineer for work on the right-of-way using the Amanda system; deals with customers and contractors at the counter, accepts applications, reviews drawings, ensures guidelines are met in the permit issuance process; accepts payment (i.e. cash, cheque, credit card) for permit fees; accepts payments for other Corporate transactions; issues indemnity deposit refunds as required using the PeopleSoft financial system and records these refunds in the Amanda system; primary point of contact for sewer replacement policy; initiates processing of sewer information sheets used to obtain information on sewer locations and forwards to engineers and technologists for completion; primary point of contact for 311 service requests; refers 311 calls/service requests to the appropriate staff in the Engineering Department and to the Administrative Inspectors in the Operations Department; maintains and updates Amanda and CSR systems as required; responds to and re-routes telephone inquiries to the appropriate staff in the Engineering Department in a tactful manner; contacts various community agencies regarding infrastructure locations and municipal consents; Occupational and Health and Safety duties as outlined in the Occupational Health and Safety Program; other related duties as required.

- Must have an Ontario Secondary School Graduation Diploma, plus one (1) year post secondary education in a Civil Engineering or related field, or Ontario Ministry of Education equivalencies.
- Must have over one (1) year's experience in a municipal, or related, computerized office and construction environment utilizing the Microsoft Office Suite of Products (Outlook, Word, Excel).
- Must have an accurate typing speed of 40 wpm.
- Must have the capacity to retain and relate to a large volume of technical data in various by-laws.
- Must be capable of reading drawings (Engineering and Construction).
- Must have excellent organizational and multi-tasking capabilities, with the ability to meet timelines/deadlines.
- Must be able to lift boxes up to 20 lbs.
- Must maintain good relations with other employees and the public/contractors.

Posting Period:	<ul style="list-style-type: none">• at 8:30 AM to 4:30 PM• APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.
Who May Apply:	<ul style="list-style-type: none">• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
How To Apply:	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• In person to the Human Resources Department or one of the Customer Care Centres• By faxing your Job Transfer Form and resume to the Human Resources Department
Updated:	<ul style="list-style-type: none">• By Human Resources on January 17, 2013