

## Municipal Clerk - Public Works Part Time Position

**Union Position:** Yes

**Wage:** \$25.70 – \$28.13 as per the Collective Agreement

**Hours of work in this hybrid position of remote and on-site:** 14 hours per week

**Competition Closes Internally:** February 7<sup>th</sup>, 2025

**Reply to Manager Public Works:** akearley@thorsby.ca

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**Function:** working in conjunction with the Manager of Public Works, this position works closely with the Public Works team conducting the following clerical support role;

### Duties will include, but not limited to:

#### ADMINISTRATION:

1. Coding of all invoices and expense reports in conjunction with the Public Works Budget.
2. Working with the Public Works manager to maintain the budget and work with it for projects and supplies and functions of the Public Works department.
3. Phone calls, vendor calls, calls from the public to be logged and resolved.
4. Supply orders, parts orders, inventory.
5. All Correspondence.
6. Filing and Server document management.

#### SCHEDULING

1. Assist with scheduling meter installation appointments and follow up for satisfaction and or any mitigating issues.
2. Assist with posting snow schedules, street sweeping, road closures and other notifications on the Town Web Site and other notices as required.
3. Assist with project scheduling and support to the Manager of Public Works.

#### DOCUMENTS:

1. Experience with maintaining Health and Safety Manuals.
2. Experience with Safety Fitness Certificates and Manuals as per the fleet management program as laid out by the Province of Alberta.
3. Experience in building reports, manuals, and the ability to manage what is necessary for the efficient work of the department.



## CHARACTER

1. The ability to meet the demands of the department, the team, and the public in an efficient and responsible manner.
2. The skills to self-manage work and organize and maintain the departments' changing demands.
3. The ability to work in a hybrid position and meet the expectations of the municipality and the Manager.
4. The ability to work with people in a pleasant and sometime firm manner.
5. The experience and ability to work within a diverse and highly functioning team.



Donna  
Jona  
CAO

