



CLERK/DISPATCHER, PERMANENT

Closing Date: December 11, 2018

Department: Environmental Services

File Number: SV18-127

Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

Salary: \$23.70 - \$28.24 per hour (Benefits/Pension/Vacation)

PURPOSE AND SCOPE:

Reporting to the Compliance Supervisor, this position provides technical and clerical support to Environmental Services supervisors and field staff.

EDUCATION/SPECIALIZED TRAINING/SKILLS:

Essential (minimum) Qualifications:

- Successful completion of a minimum two (2) year post-secondary education program in Civil Engineering, or suitable equivalent.
- Successful completion of a formal GIS training program from a recognized training institution, or suitable equivalent.
- Demonstrated ability to read and interpret engineering plans and create AutoCAD drawings.
- Higher level ability creating, formatting, manipulating and programming in MSWord, Excel, and MSAccess.

Asset (preferred) Qualifications:

- Advanced knowledge of database structure, theory and programming.
- Ability to work independently with minimal supervision and assistance.
- Ability to work in a variable work environment.
- Organizational and time management skills.
- Customer service skills.

WORK EXPERIENCE:

Essential (minimum) Qualifications:

- Minimum two (2) years practical experience building, using and maintaining GIS, preferably with ESRI ArcGIS software.

Asset (preferred) Qualifications:

- Minimum two (2) years professional experience in a water/wastewater setting.
- Practical experience using and maintaining water and wastewater models, preferably EPANet for water.
- Surveying experience.
- Construction experience.

Job Description Available Upon Request

Apply By Email:

hrgeneral@city.belleville.on.ca

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.