



THE CORPORATION OF THE TOWN OF NEW TECUMSETH

Maintenance Clerk

Full Time Permanent

35 Hours per week

Job # 2018-25

The Town of New Tecumseth is seeking an organized and reliable person with a positive attitude to join our team in the Public Works Department. Reporting to the Maintenance Supervisor, this position administers, monitors and develops all aspects of work order tracking, scheduling and reporting on activities within the Maintenance, Wastewater and Water Business Units using a computerized maintenance management system (CMMS).

Qualifications:

- Requires a College level technician or technologist diploma in a related field.
- Computerized maintenance management administrator or equivalent experience.
- Mechanical and/or electrical experience is an asset.
- Experience entering, monitoring and maintaining a computerized maintenance management system (CMMS).
- Strong computer skills required for word processing, spreadsheets, databases, and basic digital mapping and an ability to learn new software as required. ArcMap experience is an asset.
- Experience working in or related to water and/or wastewater operations an asset.
- Excellent interpersonal skills required to liaise with all levels of staff, contractors and vendors.
- Must have working knowledge of the Occupational Health and Safety Act.
- Class "G" Driver's Licence in good standing is required.

Salary Range: \$44,713.76 - \$55,808.48

Start Date: ASAP

Please submit your cover letter and resume in Word or PDF format to careers@newtecumseth.ca no later than 4:30 pm on Wednesday March 14, 2018. Please quote competition #2018-25 in the subject line of your email.

We thank you for your interest, however; only those selected for an interview will be contacted.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.

www.newtecumseth.ca