

## Corporation of the Town of Cochrane

---

Position: Municipal Services Clerk  
Department: Community, Development and Infrastructure  
Location: Cochrane, Ontario  
Supervisor: General Manager/Deputy CAO (Indirect to Director Protective Services)  
Pay & Benefits: \$30.05 per hour with option for defined benefit pension with OMERS  
Hours of Work: 40 hours per week, Monday to Friday from 7:00 a.m. to 3:30 p.m.  
Position Status: Temporary Full-Time  
Dated: March 27, 2025

### **Job Summary:**

The Municipal Services Clerk provides administrative support to the overall Community, Development and Infrastructure and Protective Services departments. The role involves maintaining records, work order and permit management, coordinating with residents, vendors, and public safety agencies. Key responsibilities include handling inquiries, records management, processing service requests and supporting regulatory compliance in areas such as municipal operations, bylaw enforcement, building, planning, and emergency services. The position ensures smooth communication and coordination between municipal departments and with the public, contributing to the effective delivery of municipal services.

### **Key Responsibilities:**

- Perform reception and administrative functions, provide a positive, professional image to the public, and exemplary public service.
- Screen and direct visitors, calls, and all other general communication of the Departments; receives complaints and requests for information.
- Provide staff with assistance on projects and programs, including organization, operations, budgeting, procurement and continuous improvement.
- Assists with maintaining appointment schedules and calendars of the General Manager/Deputy CAO, Director of Protective Services, and updates bookings/scheduling for the Fire Department.
- Responsible for management of all utility locate requests and municipal road closures.
- Manage invoices, work orders, purchase orders, permit forms, related material, and other administrative duties involved in these processes, including records management.
- Tracks municipal vehicle usage, fuel assignment and maintains licensing (CVOR) of all municipal vehicles, as well as the Town's MVIS. Schedules the maintenance/servicing of any vehicles that require third party support.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the Town's health and safety program.
- Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

### **Skills:**

- Report writing techniques; proofreading; statistical and record keeping principles and procedures.
- Technical administrative work requiring independent judgment with speed and accuracy.
- Learning, interpreting, and applying organizational policies, laws, rules and regulations.

## Corporation of the Town of Cochrane

---

- Communicating effectively and tactfully with all co-workers, contractors, vendors and segments of the community, including private and public organizations.
- Knowledgeable in Vademecum, Geographic Information Systems (GIS), and other company software/programs. Must understand Geomatics.
- Ability to work in an office environment; ability to travel to different sites and locations (if required).
- Ability to lift and carry items weighing less than 50lbs (i.e., office supplies).
- Demonstrated organizational and interpersonal skills, the ability to work independently and in a team environment.

### **Qualifications:**

- Minimum Grade 12 education with 5 years' experience in an administrative role OR post-secondary business diploma or degree with a minimum of 2 years of experience or equivalent.
- Proficiency in computer applications, Microsoft Office Suite (Word, Access, Excel), GIS.
- Fundamental accounting, bookkeeping and knowledge of procurement processes.
- Valid class "G" driving license.

### **Language:**

- English, with French being considered an asset.

### **How to apply:**

Thank you for your interest. We encourage qualified candidates to email their resume and cover letter to [HR@cochraneontario.com](mailto:HR@cochraneontario.com) on or before April 11th, 2025, at 3:00 PM. Please write "Municipal Services Clerk" in the subject line.

The Town of Cochrane is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities (AODA). If you need an accommodation during the recruitment and selection process, please call (705) 272-4361.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection Privacy Act.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.