

Job Posting 25-30

Operations Clerk

The Town of Cobourg is seeking a full-time Operations Clerk position in the Public Works & Parks Department!

This position will provide support to the operation of the Roads & Sewers and Parks Departments by maintaining parts and materials inventories, general maintenance of the Public Works and Parks Joint Operations facility, maintenance of the Corporation's fuel system and inventory, developing and coordinating preventative maintenance programs and repair of equipment, tools and vehicles.

REPORTS TO: Manager, Roads and Sewers and Manager, Parks

The primary duties of this position include performing the necessary duties to carry out the maintenance and operation of the Parks department including, but not limited to the following tasks:

- Maintain parts/materials inventory - source out quotes and order parts and materials for Roads & Sewers and Parks Departments.
- Receive and sort incoming parts and materials including invoice coding.
- Store items in an orderly and accessible manner including tools, materials, equipment, signs, etc..
- Maintain an up-to-date inventory of necessary materials utilizing applicable software records of material/equipment/parts on hand.
- Coordinate with the Manager, Procurement to order materials to maintain an inventory for on-going operations.
- Maintain the corporate fuel system and fuel inventory (daily requirement as per TSSA).
- Provide assistance to the Manager of Roads and Sewers and the Manager of Parks in preparing budgets for tool and equipment maintenance and replacement.
- Develop and maintain electronic vehicle preventative maintenance schedules
- Ensure Commercial Vehicle Operator Registration (CVOR) vehicle maintenance records are up to date for licensing purposes.
- Track and coordinate vehicle and equipment maintenance and repair requirements.
- Maintain Automatic Vehicle Locator (AVL) system for all vehicles in good working order and prepare reports when requested.
- Coordinate vehicle evaluations in accordance with the Town's vehicle replacement By-law.
- Process locate requests.
- Work with Managers to develop and maintain a building maintenance schedule for the Parks and Public Works Operations Facility utilizing applicable software and coordinating with the Manager, Procurement as required
- Maintain and administer the Parks and Public Works Operations Facility Fire Safety Plan including coordinating the annual fire drill.
- Maintain Building 7 and Greenhouse backup generators as per manufacturer's maintenance and testing procedures.
- Coordinate the ordering and distribution of the Corporate annual clothing order.
- Maintain an inventory and coordinate the replacement of Public Works required Personal Protective Equipment.
- Other duties as assigned.

HOURS OF WORK:

- This position will work 40 hours per week and may include evenings and weekends.

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EDUCATION/EXPERIENCE/SKILLS:

- Minimum of a College Diploma or Certificate is required in a business administration, clerical, or related field.
- Excellent organizational and communication skills are required.
- The role requires organizational and time management skills and ability to prioritize workload, to problem solve and to adapt to frequent interruptions and change.
- Minimum one (1) year of experience in administration and record keeping.
- Education and/or experience in a construction or mechanical field would be an asset
- Working knowledge and experience in all Microsoft Office programs and required
- Experience with electronic databases an asset
- Strong knowledge of municipal operations and safety protocols is beneficial for success in the role.
- Ability to troubleshoot and resolve issues related to tool and equipment maintenance required.
- Class G Driver's License is required.
- Knowledge of typical material, equipment, and supplies for landscaping and construction related works is an asset.
- Experience with Cityworks is considered an asset.
- Experience with Automatic Vehicle Locator (AVL) is an asset.

WORKING CONDITIONS:

- This position operates on a 40 hour and five (5) day weekly schedule with hours ranging from 7:00 am to 5:00 pm.
- This position will entail a moderate level of physical work and work in an office environment.
- To perform the duties of this position the employee must be able to walk, stand and sit for moderate periods of time and lift moderately heavy objects (25 kg) on occasion.

WAGE:

The wage scale for this position as per Schedule B Outside Workers of the Collective Agreement- Grade 5B, at \$27.68 to \$34.60 per hour.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **September 4, 2025 at 4:00 PM**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.