



The Township of St. Clair is seeking to fill the following
Part-Time Position:

Public Works Dept. - Administrative Assistant (P/T)

Working under the direction of the Director of Public Works, this position is responsible for accepting and processing payments for the Water department as well as Public Works and Engineering. This person is responsible for Customer Service, attends the front counter and takes and processes incoming phone calls and mail. This person will also assist all other Operations and Engineering staff with other administrative duties.

Resumes setting out qualifications and experience may be submitted in person, by mail, fax or email to the undersigned until 4:00 p.m. February 17th, 2021. A detailed job description may be obtained at the St. Clair Civic Centre.

St. Clair Civic Centre
1155 Emily Street,
Mooretown, Ontario
N0N 1M0

Brian Black, P.Eng
Director of Public Works
Phone (519)867-2993
Fax (519)867-3886
pwresumes@stclairtownship.ca

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for employment purposes. Please note this document is available in alternative formats upon request, to accommodate individuals with a disability beginning with the recruitment process. The Township of St. Clair is committed to providing accommodations for people with disabilities. If you require an accommodation, please contact the Clerk's office and we will make all necessary arrangements to meet your needs.