



TOWN OF INUVIK
Northwest Territories

Job Description

Infrastructure Clerk

IDENTIFICATION

Job Title:	Infrastructure Clerk
Reports to:	Director of Infrastructure
Job Status:	Casual

OVERVIEW

The role of an Infrastructure Clerk is to provide administrative support to the Department of Infrastructure. Under the Direction of the Director of Infrastructure, the clerk assists in maintaining records, processing documentation, scheduling, coordinating meetings, and ensuring smooth operations within the department. The Infrastructure Clerk works closely with development, facilities, fleet, utilities, finance personnel and Directors, in addition to providing excellent customer service to the public.

RESPONSIBILITIES

General Administrative Support for Department of Infrastructure

- Maintain accurate and accessible files for all development and infrastructure operations and projects.
- Coordinate stakeholder, committee and project meetings, develop and distribute agendas, accurately maintain minutes and produce carry forward action items list.
- Maintain a library of reference materials such as reports, studies, economic development plans, and engineering reports related to infrastructure requirements.
- Facilitate the procurement of necessary services or materials to support infrastructure operations and projects, maintain accurate financial records of purchases.
- Provide support in capital project planning and administration, assisting with tasks such as data gathering, research, and documentation.
- Record and address public concerns by documenting them, conducting investigations, and facilitating resolutions. Report significant issues to the Director of Infrastructure or supervisors as required.

Administrative Support to Planning and Development Operations

- Maintain accurate files related to general community development and planning, including Community Plan, Land Administration and Zoning Bylaw, and relevant meeting minutes or correspondence.
- Maintain technical reports on rezoning, development permits, and related matters, considering Town policies, regulations, and community impact.
- Assist in the creation of designs, drafts, site layouts, maps, reports, and presentations for Town Council, committees, and the public.
- Assist in preparing an official plan and Zoning By-law amendments and updating the comprehensive Zoning By-law
- Provide support to applicants in completing the development process, including required documents to facilitate compliance with applicable legislation/regulations.
- Process development and building permit applications for Development Officer Review
- Issue and distribute documents and permits as dictated by the development circumstance.
- Prepare and submit applications and decisions for publication to allow objections.

- Arrange and attend Development Appeal Board meetings, take minutes, make submissions, and communicate decisions.
- Maintain records of stop work orders in accordance with the Zoning By-law
- Maintain accurate record of annual development applications, decisions and financial implications.

Administrative Support to Public Works Operations

Roads

- Facilitate public notification of road work, and closures.
- Process public complaints and redirects for investigation and work as required.
- Maintain accurate documentation related to road operations including construction, ditching, repairs, signage, guard rails and bridges.

Landfill and Waste Disposal

- Facilitate public notification of waste collection, landfill operations.
- Process public complaints and redirects for investigation and work as required regarding waste disposal and collection.
- Maintain accurate documentation related to waste and landfill operations including coordination and record retention of meetings with waste collection and landfill operators.
- Process salvage permits

Utilities

- Provide general administrative support to the Utilidor Operations, including record retention, public notification and financial processing.
- Coordinates and schedules necessary meetings, maintains records and carries forward action items in relation to work with other utilities such as gas and power.

Town Owned Building and Properties

- Assist families in Burial Requests, coordinate burial operations, maintain precise and up-to-date records of burial plots, plot reservations and cemetery records.
- Support other departments in the maintenance of records of planned and preventative maintenance for a variety of facilities across different departments, including buildings and properties.
- Facilitate the process of work orders and scheduling of work.
- Assist in the procurement of services or materials to support facility maintenance and keep accurate financial records of material and labour costs.

Fleet and Equipment

- Support other departments in the maintenance of records of planned and preventative maintenance for a variety of assets across different departments, including fleet vehicles and equipment.
- Facilitate the process of work orders and scheduling of work related to vehicles and equipment.
- Assist in the procurement of services or materials to support fleet or equipment maintenance or acquisition and keep accurate financial records of material and labour costs.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Infrastructure Processes: Familiarity with public works processes, including permits, maintenance, repairs, and regulations related to infrastructure and facilities.

Administrative Skills: Proficiency in administrative tasks, such as record-keeping, documentation, data entry, and file management to ensure efficient operation of the department.

Communication Skills: Excellent verbal and written communication skills to effectively interact with the public, contractors, and colleagues.

Customer Service: Ability to provide excellent customer service and address inquiries or concerns from the public in a professional and courteous manner.

Attention to Detail: Strong attention to detail to ensure accuracy in document processing, recording information, and maintaining records.

Organization and Time Management: Effective organizational skills to prioritize tasks, manage multiple responsibilities, and meet deadlines.

Computer Skills: Proficiency in computer applications and software, including office suites, databases, and document management systems to efficiently complete administrative tasks.

Collaboration: Ability to work collaboratively within a team environment, as well as independently when required.

Problem-Solving Abilities: Critical thinking skills to identify and resolve issues related to the department's operations, regulations, and compliance.

Adaptability: Flexibility to handle changing priorities, emergency situations, and willingness to learn and adapt to new technologies and processes.

WORKING CONDITIONS

Physical Demands

The incumbent may spend extended periods sitting and working at a computer or using office equipment, which can lead to muscle strain.

Environmental Conditions

Work is performed in a busy office environment with standard noise and climate control.

Sensory Demands

The position requires prolonged periods of concentration while working on a computer, analyzing information, and preparing detailed reports. This sustained focus and attention to accuracy may cause fatigue.

Mental Demands

The incumbent must balance multiple priorities and meet various deadlines, often under pressure. Managing competing requests and addressing staff or public inquiries can create stress and mental fatigue.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.