



CITY OF COLWOOD JOB POSTING

POSTING ID #: COC20190312

POSITION TITLE: EMERGENCY SERVICES CLERK - FIRE

DEPARTMENT: FIRE

POSITION TYPE: PART TIME REGULAR, UNION POSITION

POSTING TYPE: INTERNAL/EXTERNAL

SALARY: Pay Grade #3 \$28.74/hr (2019 rate)

HOURS OF WORK: 17.5 hours per week, flexible hours, Monday - Friday

BENEFITS: A comprehensive benefits plan as per the terms of the Collective Agreement (Part Time).

The City of Colwood Fire Department has an opportunity for a Part time regular EMERGENCY SERVICES CLERK - FIRE. This is a UNION position with CUPE, local 374.

NATURE AND SCOPE OF WORK

Reporting to the Fire Chief and working under the supervision of the Emergency Services Support Coordinator, the Emergency Services Clerk will work closely with all staff members to provide a supportive team approach to the provision of clerical and administrative support to all divisions within the Fire Department.

This position provides direct and regular support to the Emergency Services Support Coordinator to ensure the seamless function of this key position with the Fire Department. The Emergency Services Clerk provides support with weekly workload as well as backfilling of the position for absences of the Emergency Services Support Coordinator.

A complete job description is attached to the posting.

POSITION REQUIREMENTS:

1. Completion of Grade 12, or equivalent.
 2. Minimum of one (1) year of experience in an office setting doing administrative work (preferably within local government).
 3. Proficient in Microsoft Office specifically in word processing, spreadsheets, email systems and database applications.
 4. Minimum keyboarding speed of 50 wpm
 5. Class 5 BC Driver's License.
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Using the subject line **POSTING ID# COC20190312**, please submit your resume and cover letter, in confidence, to **John Cassidy, Fire Chief**, at careers@colwood.ca.

Applications will be accepted until 4:30pm on Friday, March 29, 2019.