JOB DESCRIPTION
PUBLIC WORKS ASSISTANT

EMPLOYMENT OVERVIEW			
JOB TITLE	Public Works Assistant	**JOB CLASSIFICATION**	Assistant
POSITION TYPE	Full time	**JOB LEVEL**	Union – Staff
DEPARTMENT	Public Works	**LOCATION**	Baddeck
HOURS	8:00am – 4:00pm Monday to Friday (35 hours/week; may vary)	**TRAVEL REQUIRED**	Yes
SALARY RANGE	Proposed: $25.00/hour	**BENEFITS**	As per Collective Agreement

PURPOSE AND OBJECTIVES

Responsible for providing administrative and operational coordination for the Public Works Department, including departmental records, reporting, utility administration, public inquiries, and solid waste education and outreach. The position supports effective coordination and delivery of Public Works services and serves as a key point of contact for residents, businesses, community organizations, and external partners.

KEY RESPONSIBILITIES

- Provide administrative and operational coordination support to the Public Works Department.
- Maintain departmental records, files, schedules and other documentation in accordance with municipal policies and standards.
- Coordinate departmental meetings, appointments, training, travel and other activities.
- Process and coordinate utility account information, meter readings, tipping fee data, depot floats and other information required for billing and reporting.
- Receive and respond to Public Works inquiries and complaints, coordinating with appropriate staff as required.
- Prepare correspondence, reports, presentations, invoices, forms and other departmental documentation.
- Compile and analyze data required for Public Works operations, reporting and departmental initiatives.
- Coordinate solid waste education, outreach and waste reduction initiatives throughout Victoria County.
- Develop and deliver educational materials, presentations, community events and other activities related to waste reduction, diversion and by-law compliance.
- Conduct educational site visits and waste audits at businesses, municipal facilities and curbside locations as required.
- Work collaboratively with Divert Nova Scotia, Nova Scotia Environment, neighbouring municipalities and community organizations on waste reduction initiatives.
- Assist with other Public Works activities and perform other related duties as directed.

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REPORTING RELATIONSHIPS	
REPORTS TO	Manager of Public Works
DIRECT REPORTS	None

ABILITIES

- Strong knowledge of office administration, records management and general Public Works administrative processes.
- High level of proficiency with Excel, Word, PowerPoint, Canva, data-entry systems and other relevant software.
- Ability to compile, analyze and accurately report information and data.
- Knowledge and understanding of waste reduction, diversion, education and environmental programming.
- Ability to develop clear and effective public education and communication materials.
- Ability to coordinate multiple projects, priorities and deadlines.
- Strong written and verbal communication skills.
- Ability to establish and maintain effective working relationships with municipal staff, outside agencies, community organizations, businesses and the general public.
- Ability to problem-solve and appropriately manage difficult situations or interactions.
- Ability to work independently with minimal supervision.
- Ability to exercise sound judgment, diligence and a high degree of care.
- Ability to work flexible hours, including occasional evenings and weekends, and travel throughout Victoria County as required.
- Ability and willingness to complete required training, including WHMIS, First Aid and other relevant safety training.

QUALIFICATIONS

- Post-secondary diploma or degree in education, communications, public relations, environmental science, or related field.
- Minimum of two (2) years of related administrative, public service, communications, environmental education or municipal experience.
- An equivalent combination of education, training and experience may be considered.
- Experience in a municipal environment is considered an asset.
- Local Municipal Government Administration certification is considered an asset.
- Experience working with the public, delivering presentations and/or developing educational materials is considered an asset.
- Valid Nova Scotia Class 5 Driver's Licence and clean driver's abstract

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WORKING CONDITIONS	
ENVIRONMENT DEMANDS	Work is performed in both an office and field environment. The position may require travel throughout Victoria County and attendance at municipal facilities, community events, businesses, schools, transfer stations, recycling depots and curbside locations. Occasional evening and weekend work may be required.
PHYSICAL DEMANDS	Work includes extended periods of sitting and computer use, as well as standing, walking, bending and reaching while completing field work and attending events. The position may occasionally require lifting or moving objects up to 20 kg.
PSYCHOLOGICAL DEMANDS	The position requires managing multiple tasks and priorities, meeting deadlines, maintaining accuracy, and responding to interruptions in a busy work environment. Focus and concentration are required when reviewing data and preparing reports and documentation. The position involves regular interaction with the public and may occasionally involve difficult or challenging situations.

SIGNATURES			
EMPLOYEE		**DATE**	
SUPERVISOR		**DATE**	
CAO		**DATE**	

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