

TOWN OF WASAGA BEACH



JOB DESCRIPTION

Position: Administrative Assistant - Payroll	Value Group: 4
Department: Infrastructure Services	Effective Date: January 1, 2007
Division: Public Works	Revision Date: October 8, 2025
Reports To: General Manager / Director, Public Works	Hours of Work: 35 Hours / Week
Direct Reports: None	Indirect Reports: None

JOB PURPOSE:

Under the direction of the General Manager of Infrastructure / Director, Public Works, provide exceptional customer service and information to residents and the general public regarding the services provided by the Public Works Department.

Provide administrative assistance to the department (Operations, Engineering, Parks, Transit and Fleet), including preparing work orders, tenders/RFQ's; verify payroll for departmental staff and track attendance; Banked Hours; Update Hours of Service; Prepare Vehicle Maintenance Reports; Compile Un-assumed Subdivision Report listing road and sidewalk measurements and prepare AR Invoice Requests; Order office supplies; Update Safety Data Sheets; Maintain and track Health & Safety training records for staff. Prepare Standby Schedules weekly; Track Plow Damage and Route Assignments, Day Labour Projects; Pick up mail daily; Order Safety and Cleaning supplies when necessary; two-way Radio Dispatch.

TASKS:

% of Time

1. Administrative Duties • Prepare and post RFT's, RFQ's and RFP's on Bids & Tenders for operational and fleet related contracts, including but not limited to line painting, dust control, pre-treated salt, winter sand, asphalt road repair, granular 'A', surface treatment, CCTV Inspection, Equipment for Fleet. Compile the regret and award letters following the closing of the Request for Proposal. This also includes any letters that are to be sent out for any Equipment and Engineering Tenders. Record and keep track of any Tender Deposits that must be kept in the vault until the Project is complete and the cheque is to be returned. • Prepare letters to developers for winter maintenance of un-assumed subdivisions annually and keep an updated list of measurements of each un-assumed subdivision for roads and sidewalks. • Prepare Accounts Receivable Invoice Request for chargeback through Treasury Department to invoice the Developers as per the Town of Wasaga Beach Consolidated List of Fees and Charges. • Receive and track Attendance (Vacation, Sick, Banked Time, etc.) for CUPE Public Works and Parks Staff. • Maintain a Record of the Hours of Service in a spreadsheet and provide to Management on a daily basis with the up to date information.	40%
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• Update any Health and Safety Training Staff have completed into City Wide or other database. • Administrative support to the Department, including Operations, Engineering, Parks, Transit and Fleet. • Prepare Standby Call-out Schedule each week and forward it onto the Answering Service and distribute to General Manager / Director, Operations Manager and Forepersons. • Assign Purchase Orders as requested by Supervisors. Arrange for courier service when necessary. • Prepare Vehicle Maintenance Report for Other Departments quarterly • Proactively support other Public Works Administrative Team, when necessary, including Back-up for locates, service requests, telephone and email inquiries, filing and coding invoices when required. • Advertise for Adopt-A-Road Program, and arrange to have garbage bags available at various locations. • Responsible for picking up mail daily at Town Hall and at the community mailbox. • Record any new By-laws into a spreadsheet, including a hyperlink outlining the By-law. • Track Plow Damage/Route Assignments and Day Labour Projects. • Scan Daily Assignments, Answering Service Info and Weather daily and copy Director of Infrastructure / Director of Public Works, Operations and Parks Manager.	
2. Customer Service and Communication • Respond to telephone and email inquiries, receive and record complaints and prepare Service Requests and/or Work Orders in City Wide to direct to appropriate personnel (i.e. Forepersons or Operations & Parks Manager). • Operate two-way radio (dispatcher), when outside Staff report into the Office. • Assist customers with inquiries at the front counter (including but not limited to purchasing disposal bag tags, Road Occupancy Permitting, water meters, as well as other general inquiries we receive from time to time). • Collaborate on and publish social media content related to Public Works Operations using designated software, ensuring alignment with the Town's Communication Standards.	25%
3. Departmental Payroll Administration • Verify Account Activity Codes and hours entered in the HRIS daily for CUPE Public Works staff, and biweekly for Parks staff (Outdoor Rink staff only). Ensure accuracy before forwarding entries to the Foreperson/ Supervisor for final authorization, prior to submitting to payroll for processing. • Track OIT Hours, Meal Allowance entitlement and shift premiums.	25%



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4. Safety Data Sheets • Maintain WHMIS (Safety Data Sheets). • Maintain a list of the products in stock in a spreadsheet, including a hyperlink outlining the product.	5%
5. Other • Order cleaning supplies, road materials (pre-treated road salt), safety equipment and bag tags. • File and record preliminary and record drawings. • Other duties as assigned. • Attend Customer Service Meetings	5%

QUALIFICATIONS / EDUCATION:

- Completion of a post-secondary education in a business related diploma/degree; or significant related experience;
- Excellent interpersonal skills and customer service abilities;
- Proven analytical and problem solving skills;
- Good attention to detail and strong organizational skills;
- Strong computer skills in Microsoft Office (Excel and Word);
- Excellent written communication skills to prepare e-mails/correspondence/minutes;
- Ability to work with and contribute positively to a service oriented team;
- Ability to provide an appropriate criminal records check upon hire;
- Possess a reliable vehicle and valid Ontario drivers' license.

PROFESSIONAL DESIGNATION:

- N/A

EXPERIENCE:

- 1 year previous related job experience, 1 year on the job, 2 years total relevant experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical Effort: The physical demands outlined here reflect those necessary for an employee to effectively carry out the essential duties of this position. The organization is committed to providing reasonable accommodations to support individuals with disabilities in performing these essential functions.

Physical Demands: Minimal physical demands. The position requires regular use of a computer, telephone, and other office equipment. Occasional lifting of light items (e.g., office

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supplies, mail) may be necessary. No strenuous physical activity is involved.

Normal Hours of Work: Normal hours of work will be thirty-five (35) hours per week. Occasional overtime may be necessary.

Physical Environment: Work is performed in a climate-controlled office setting within the Public Works Department. The environment is generally quiet but may include moderate noise from office equipment and occasional interactions with staff and the public.

Sensory Attention: High level of sensory attention is required for reviewing documents, data entry, and communication. The role demands accuracy in handling payroll, permits, and service requests, as well as attentiveness during committee meetings and customer interactions.

Stress: Moderate stress levels due to the need to manage multiple administrative tasks, respond to public inquiries, meet deadlines, and ensure accuracy in payroll and reporting. Stress may increase during peak operational periods or when handling complaints and urgent service requests.

ACKNOWLEDGEMENT OF RECEIPT:

Employee (please print name & sign)

Date

HR/Manager (please print name & sign)

Date

Department Head (please print name & sign)

Date