



## Career Opportunity – Internal/External Posting

### Drainage Clerk/Analyst Infrastructure Services

#### Position Summary:

Reporting to the Manager of Engineering Services, the Drainage Clerk/Analyst performs administrative duties related to procedure and assessment under the Drainage Act. This position also interacts with landowners on a daily basis, communicating matters related to rural drainage, all in support of the Municipality's vision and mission through the provision of exceptional customer service to residents, the public and internal departments.

#### Key Responsibilities:

- Relay drain information to staff, engineers, lawyers, real estate agents, and the public.
- Assist with the preparation of appeals to the Drainage Tribunal.
- Prepare council reports, by-laws, public notices, presentations and meeting agendas and minutes.
- Circulate minutes, engineering reports, by-laws, and court of revision results to assessed owners and prescribed authorities and set the appeal time frame in compliance with legislative requirements.
- Preliminary review of Drainage Act applications, such as new petition drains, requests for repairs and improvements, and new culvert installations.
- Provide customer service to applicants in the completion and submission of tile loan applications.
- Ensure submission of grant applications for maintenance, capital projects and Drainage Superintendents, as prescribed.
- Liaise with GIS technologists to create various maps, coordinate and analyze data, run queries, and use the municipal GIS database and applications.
- Provide preliminary calculations and draft apportionment agreements, as a condition of severance.
- Calculate assessment schedules for final costs on maintenance and capital drains.
- Draft tenders, post bids and tenders, issue addendums or answer questions, and ensure proper document submission.
- Assist with creating the Drainage budget under the Agriculture Drainage Infrastructure Program (ADIP) policies of the Ontario Ministry of Agriculture, Food and Agribusiness and Rural Affairs (OMAFRA).

- Coordinate with and assist in obtaining approvals from external approval agencies, i.e., the Department of Fisheries and Oceans (DFO), Essex Region Conservation Authority (ERCA), Lower Thames Valley Conservation Authority (LTVCA) and the Ministry of Natural Resources and Forestry (MNRF).
- Close out projects, calculate final billing, update bylaws, and identify special benefits, and allowances.
- Assist with the review of various applications such as building permits, development review (site plan approval) and Committee of Adjustment.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

**Qualifications, Knowledge, and Skills:**

- Must have a recognized two-year college diploma in business or office administration or equivalent education and/or experience.
- Must have at least two years of experience in an office environment. municipal experience in drainage matters is preferred, and experience in other related fields, such as finance, would be an asset.
- Must have experience demonstrating strong organizational skills.
- Must have advanced knowledge of Windows and Microsoft Office programs and database programs.
- Must have experience demonstrating effective written and oral communication skills.
- Must possess and maintain a valid Ontario Class 'G' Driver's License.

**Hours of Work and Working Conditions:**

35 hours per week.

**Employee Group:**

Non-Union.

**Salary Range:**

\$60,598.32 to \$70,891.46 annually (2024 Rates)

**Closing Date:**

Applications must be received by 11:59 PM, Sunday, December 1, 2024.

**How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](http://leamington.ca/careers)

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761