Village of Merrickville-Wolford
Public Works Technical and Administrative Support

Public Works/Environmental Services/Recreation/Facilities
Job Description November 2026

Job Title: **Public Works Technical Support**
Salary Range: **$64,410 to $78,365** (based on 2026 rates at 35 hours / week)

Renumeration will be based on qualifications and experience.

Reports to: Public Works Manager

Public Works is responsible for municipal infrastructure, roads and bridges, waste management, parks and facilities.

Position Summary:
The Public Works Technical Support provides administrative, clerical, and customer service support to the Public Works Department. The position is responsible for coordinating and circulating tender and procurement documents, maintaining engineering and infrastructure records, collecting and managing operational data, responding to public inquiries, and supporting departmental projects.

Key Objectives:
- Prepare, distribute, and track tender, RFQ, and RFP documents.
- Coordinate tender advertisements, addenda, bid receipt, and closing procedures.
- Maintain procurement and contract records.
- Collect, compile, and maintain operational and infrastructure data.
- Prepare correspondence, reports, agendas, and meeting minutes.
- Respond to public inquiries and service requests professionally.
- Handle difficult or confrontational situations with tact and diplomacy.
- Investigate routine issues and recommend practical solutions.
- Interpret basic engineering drawings, plans, and specifications is an asset.
- Support engineering and public works projects through document and records management.

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Qualifications:

- Diploma or certificate in Office Administration, Business Administration, Public Administration, Engineering Technology, Civil Engineering Technology, or a related field.

- 2–3 years of administrative experience in a municipal, engineering, construction, or public works environment is preferred.

Required Skills and Competencies:

- Excellent verbal and written communication skills.
- Strong customer service and conflict-resolution skills.
- Proven problem-solving and organizational abilities.
- Proficiency with Microsoft Office applications.
- Ability to manage multiple priorities and deadlines.
- General understanding of municipal infrastructure, engineering terminology, construction practices, and procurement processes

Public Works – Detailed

- Provides administrative support to Public Works Department professionally while demonstrating integrity and discretion when dealing with confidential and sensitive issues.
- Answers telephone calls and responds to inquiries from the public, appropriately assigning/referring calls and messages to the appropriate staff person, deescalating complaints with tact and diplomacy.
- Assists the Public Works Manager in the preparation and tracking of reports, statistics and budgetary items.
- Research records and data collection for special projects, studies, informational brochures/newsletters, media ads, etc.
- Assists the Public Works Department in coordinating effective corporate communications between staff, Council and the public.
- Assists in the development of policies, procedures and best practices.
- Assists with coordinating departmental files, directing enquiries to the appropriate staff or external agencies.
- Assists with the preparation of various reports to be sent to the Provincial and Federal governments, and other agencies as required.
- Provides research and administrative support to assist with grant applications to external agencies.
- Assists the Public Works Manager with project coordination including the development of project proposals, plans, associated studies and progress reports.
- Develops, organizes, and maintains data and other information.
- Assists with drafting Tenders and Requests for Proposals.
- Coding invoices associated with the various departments.

- Inputting and tracking activities for time sheets within the various departments.
- Updating Streetscan database when road work is completed.
- Updating/tracking asset management data as work is completed or assets purchased etc.
- Using CGIS to track work orders

Other duties and responsibilities as assigned by the Public Works Manager.

Working Relationships/Conditions:

- Work from the Municipal Office. May be subject to intermediate interruptions.
- This position requires discipline to meet deadlines and short timelines. Strategic thinking and planning are required.

- Daily contact with the Public Works Manager and Lead Hand(s) and support staff in the Municipal office for the purpose of obtaining and sharing information to complete work assignments.

This posting will officially close November 17, 2026, however the Village may conduct interviews prior to closing if a submission meets the posted requirements and qualifications.

Please submit a resume and covering letter to Chad Kean, Public Works Manager @ publicworks@merrickville-wolford.ca.

The Corporation of the Village of Merrickville-Wolford offers competitive wages, a benefits package, OMERS pension contributions, and annual vacation as agreed upon by management.

Please note only those selected for an interview will be notified.