

JOB DESCRIPTION

Benchmark Job #090

| | | | |
|-----------|-----------------------------|-----------------|----------------------------------------|
| Ministry: | Transportation and Highways | Working Title: | Hired Equipment/Contracts Clerk |
| Branch: | District Office | Level: | Range 9 |
| Location: | Various | Classification: | Clerk Stenographer |

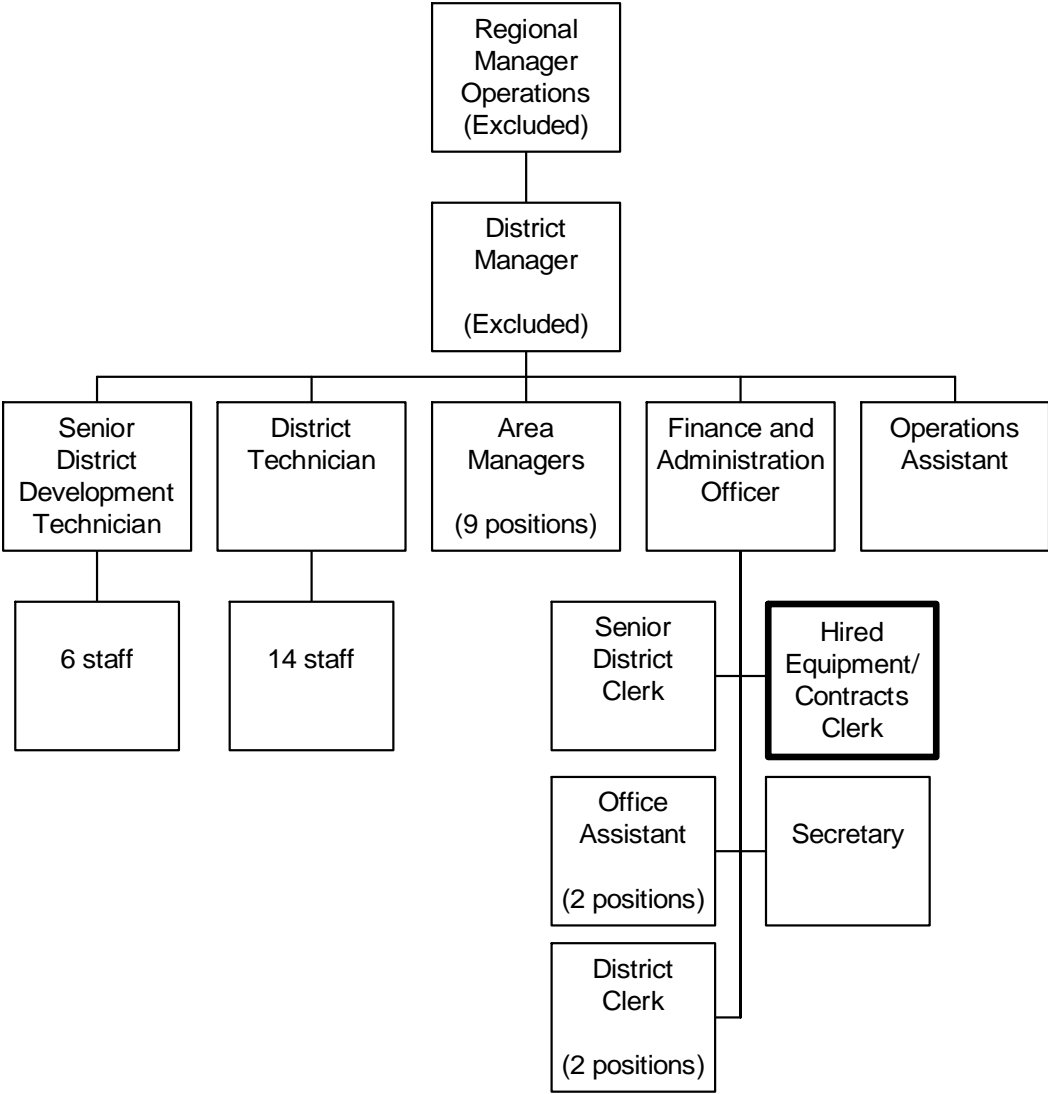
PRIMARY FUNCTION

To provide administrative support services relating to hired equipment and contracts in the highways district.

JOB DUTIES AND TASKS

1. Maintains tracking system for hired equipment
 - a. maintains and updates seniority list and registrations for owner/operators of equipment for call-in purposes; responds to enquiries by owner/operators on call-in process
 - b. enters, checks, totals and reconciles daily work cards and invoices
 - c. enters data into computer tracking system to keep track of expenditures for hired equipment against projected costs of contracts
 - d. files documents and related information
 - e. sets up and maintains hired equipment filing systems and bring forward systems for multiple users
 - f. enters daily time and activity sheets of employees, work cards of hired equipment, into project cost tracking system
 - g. enters local minor purchase orders, contracts, and invoices onto financial system
 - h. reconciles weekly reports to be used in month-end report
2. Provides tender package administrative support services
 - a. prepares tender packages and keyboards contract documents
 - b. arranges for the advertising of tenders within the district
 - c. attends tender openings and records bids
 - d. checks bids in conjunction with project technician to ensure that they are correct and complete
 - e. prepares and submits documents to signing authority for awarding of contract
 - f. notifies bidders of outcome of tender and if additional paperwork is required
 - g. responds to enquiries about tenders and confirms results
3. Performs other related duties
 - a. responds to enquiries, records requests for services, payments and reports, and directs calls to staff
 - b. receives, records and balances monies for contract payments
 - c. receives applications and provides information regarding policy and practices to developers and the public
 - d. obtains estimates for purchasing office equipment and furniture and completes requisitions for approval
 - e. maintains and updates inventory for equipment and materials in offices and yards
 - f. keyboards various access documents, registrations, permits and letters
 - g. processes and completes invoices and travel vouchers for payment

ORGANIZATION CHART
Benchmark Job #090



REASON FOR CLASSIFICATION

Benchmark Job #090

Job Title: Hired Equipment/Contracts Clerk

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Know a variety of purchasing and tendering functions and understand how they relate to equipment contractors and ministry financial and records administration to maintain equipment registration and inventories, prepare packages for tender, set up filing and records systems and maintain project cost tracking system.</p> | D | 100 |
| 2 | <p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to check bid information for accuracy and completeness, obtain information and respond to contract inquiries, prepare tender packages and monitor seniority lists for owners and operators.</p> | C | 60 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of call-in decisions with owner/operators of hired equipment.</p> | C | 30 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use a computer to produce documents, permits and letters with speed and accuracy.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests or demands in performing several functions to provide administrative support to hired equipment and contract activities, maintain equipment registrations and inventories, process contracts and invoices, prepare packages for tender and set up filing system of hired equipment.</p> | B | 30 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to receive, record and balance money from the collection of contracts.</p> | C | 15 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up a multiple user information system by establishing and maintaining filing system of hired equipment.</p> | D | 22.5 |

REASON FOR CLASSIFICATION

Benchmark Job #090

Job Title: Hired Equipment/Contracts Clerk

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to explain hired equipment cost tracking to staff on an ad hoc basis. | A | 5 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment. | A | 5 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on source documents and use a computer to produce reports and correspondence. | C | 12 |
| 11 | PHYSICAL EFFORT Moderate physical effort to frequently keyboard with speed and accuracy using a computer to produce a variety of documents, permits and letters. | C | 12 |
| 12 | SURROUNDINGS Exposure to office setting with minimal disagreeable elements. | A | 2 |
| 13 | HAZARDS Limited exposure to hazards from frequent keyboarding. | B | 4 |

Total Points: 320

Level: Range 9