



Town of Foam Lake General Services Assistant

Position Summary:

Reporting to the Chief Administrative Officer (CAO), the General Services Assistant's primary role is the operation of the FL Express transit van with secondary duties in representing the Town of Foam Lake and providing primarily administrative support in multiple service areas of the municipality.

This position shall be filled by an individual who demonstrates strong public relation, communication, and interpersonal skills. This position offers the opportunity to be a Tri-Department member and learn about operations of a municipality through a variety of tasks and processes.

Primary Responsibilities/Duties:

1. Operations of the FL Express
 - a. Scheduling pick-ups and drop-offs
 - b. Assisting riders with safely entering and exiting of the van
 - c. Regular fuelling, cleaning, maintenance and record keeping for the transit van use.
2. Administration
 - a. Organizing and filing of records
 - b. Billing and receipting
 - c. Correspondence and promotion
 - d. Reception duties.

Secondary Responsibilities/Duties:

3. Leisure Services Department
 - a. Performing custodial tasks at facilities
 - b. Event set-up/preparation
 - c. File Management
4. Public Works Department
 - a. Operational tasks as needed both indoor and outdoor
 - b. Operating small equipment (lawn mower, weed-eater)
5. Other duties as assigned.



Desired knowledge, abilities and skills

1. Advanced computer skills and thorough knowledge of Microsoft Office including Word, Excel, and Outlook as well as Google Drive and Canva.
2. Excellent organizational skills with ability to handle multiple tasks, quickly changing priorities, periodic heavy workload
3. Excellent written and oral communication skills with a skilled, confident, and flexible approach
4. Ability to establish and maintain an excellent professional working relationship with CAO, Staff, Council, and members of the public
5. Must have a Valid Class C drivers license and a clean abstract
6. Must possess current First Aid Level C
7. Must obtain a Vulnerable Sector Criminal Record Search upon job offer
8. Must be able to lift up to 50 pounds

Work Hours and Benefits:

- Normal work hours for the General Services Assistant will be a minimum of 30 hours per week and require a flexible work schedule (shifts from 8am to 4pm Monday-Thursday).
- Full time employees qualify for group insurance and other health related benefits;
- Starting wage begins at \$19.00/hour