



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
(705) 432-2355

**Job Position: Public Works Administrative Assistant**

**Type of Position: Full Time, existing vacancy**

Hours: **35**

Rate of Pay: \$62,090 - \$72,636

Location: Municipal Administration Building, 1 Cameron Street East, Cannington, ON

The Township of Brock, having a population of 12,567, is primarily a rural municipality situated on the shores of Lake Simcoe and is home to three urban centres, Beaverton, Cannington, and Sunderland.

Reporting and receiving direction from the Director of Public Works, the successful applicant will provide administrative support to the Director of Public Works, Manager of Operations and Capital Projects Coordinator.

Duties and Responsibilities:

- Answer telephones, take messages, screen and reroute calls to convey and receive information related to all aspects of the Public Works Department;
- Issue Work Orders as required using appropriate software;
- Compose letters, notices and correspondence including letters, reports, agendas, maintenance and operational tenders, agreements, meeting minutes and confidential documents
- Request utility locates via Ontario One Call website.
- Complete streetlight locates within the legislated time frame and inputs required data into Ontario One Call platform.
- Assist in the preparation of the operating budget and provide the department with monthly budget tracking updates.
- Distribute and coordinate Public Works permits including, roadway entrance permits, road occupancy permits and municipal consents.
- Cost tracking for various maintenance and operating contracts.
- Input roads staff vacation, time off, appointments and enters all timesheet data for Public Works
- Review and input all road patrols completed by staff. Verify completion dates and/or necessary action taken to rectify deficiencies noted with Manager of Operations on an as required basis.
- Participate in the Support for Community Organizations Committee (SCOC) and review and coordinate all requests related to Public Works.
- Prepare Public Works job ads for posting on an as required basis

Qualifications and Skills:

- Requires excellent public relations and interpersonal skills to clarify facts, give information and respond to complaints
- Requires written communication skills to complete general correspondence and reports.
- the ability to maintain composure when dealing with difficult public interactions
- Minimum of five years of office experience, with municipal experience being an asset.
- Excellent organizational skills and attention to detail;
- Experience in municipal government would be considered an asset

Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **4:00 p.m. on Wednesday, June 03, 2026** to:

**Human Resources:** [hr@brock.ca](mailto:hr@brock.ca)

If this information is required in an accessible format,  
please contact the Township at 705-432-2355.



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The Township of Brock is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, Indigenous persons, persons of any gender identity and sexual orientation, and newcomers. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If you require accommodation at any time throughout the recruitment process, please contact **Human Resources** in advance at:

[hr@brock.ca](mailto:hr@brock.ca)

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

The Township of Brock does not utilize Artificial Intelligence during the hiring and interview process.