

Woolwich Township Job Posting



Date: December 18, 2025
Position: Administrative and Technical Assistant
Positions Available: One Permanent Full Time

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Due to an upcoming vacancy, Infrastructure Services is seeking one (1) full-time Administrative and Technical Assistant.

Purpose of position and profile:

This position will provide administrative and technical support for the Infrastructure Services Department through establishing protocols, procedures, tracking and records maintenance related to requirements for compliance with various legislation. The position will also perform customer service duties.

Responsibilities:

- Perform administrative and clerical duties for Infrastructure Services and provides back-up to the Development Services department
- Prepare correspondence including, but not limited to, circulation lists, meetings and minutes, report packages, public notices, training, road closures, special event, permits, and public notices
- Maintain website information and co-ordinates social media information
- Prepare mapping (ESRI) as requested
- Consolidate, analyze, and summarize compliance data for management and operations
- Assist in the development of recommendations and action plans to address compliance issues identified by regulatory officials
- Act as a resource, maintain, and update emerging regulations, compliance issues, technical developments, operational issues and concerns
- Maintain infrastructure records in City Works, ESRI, and work order tracking of roads, bridges, sidewalks, water supply systems, sanitary and storm sewer systems
- Provide excellent quality customer service, responds to telephone calls and customer inquiries
- Communicate with the public regarding their comments/concerns for surveys, engineering projects and annual programming
- Obtain and distribute training and related course information for department staff and make necessary arrangements
- Organize and maintain department filing and records systems, including ensuring filing is in accordance with record retention policies
- Maintain department supplies inventory and completes supply orders
- Other duties as required

Qualifications, Knowledge, Skills and Work Requirements:

- Post-secondary certificate in Business Administration, Civil/Environmental studies, or related discipline
- A minimum of one (1) year of experience in a municipal environment, preferred
- Knowledge of the Municipal Act and relevant provincial ministries, including the Ministry of Environment, Conservation and Parks (MECP), Ministry of Natural Resources (MNR), Ministry of Transportation (MTO), Ministry of Infrastructure, Ministry of Agriculture, Food and Rural Affairs (OMAFRA), and the Ministry of Heritage, Sport, Tourism and Culture Industries

- Knowledge of, and experience with, database, spreadsheet, and word processing software to gather, analyze, and prepare program data and reports
- Proficient with ESRI and City Wide software programs
- Strong written and oral communication skills
- Excellent organizational skills and attention to detail
- Proven ability to manage multiple priorities in a fast-paced environment
- Knowledge of general technical language, and aptitude for engineering related matters
- Must have excellent interpersonal communication and teamwork skills and be able to interact well with members of Council, staff, and the public
- Valid Class G Drivers License, licensed to drive in Ontario, and use of a vehicle

This position offers a comprehensive benefit package and an annual salary range of \$58,947.00 to \$73,683.00.

Regular hours of work will be 35 hours per week in an office environment. Typical office hours being Monday to Friday, 8:30 am to 4:30 pm, with flexibility for working evenings and weekends, as required.

Interested applicants are invited to submit their resume via email to hr@woolwich.ca by **4:00 pm Thursday, January 8th, 2026. Please quote job posting 2025-63.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.