



qathet REGIONAL DISTRICT

TEMPORARY (Leave Coverage) Office Clerk – Operational Services

The qathet Regional District Operational Services Department is seeking a professional, dynamic individual to fill a temporary leave, for approximately 12 weeks (June to September 2026).

Under the direct supervision of the General Manager of Operational Services, the Office Clerk – Operational Services is a unionized position, accountable for providing a diverse range of administrative support services related to the mandate and core service offerings of the Operational Services Department. The Operational Services Department's core service offerings include: Parks & Properties Administrative and Maintenance Services, Recreation, Utility Services (i.e. water, wastewater), Transportation Services, Marine Services, Campground Services, and Cemetery Services. In addition, the Office Clerk – Operational Services also serves as the Regional District's Cemetery Administrator and Client Relations Specialist.

Primarily supporting the General Manager of Operational Services, and the Parks & Properties Supervisor, the Office Clerk – Operational Services also provides administrative support services to the Emergency Services Department and Planning Services Department as per established levels of services. Requests for additional support services is coordinated through the Manager of Operational Services.

Applicants must have strong communication, interpersonal and customer service skills, exceptional organization, prioritization and time management skills, and experience with Microsoft Office applications. Applicants must have the ability to work well under pressure and respond to requests and situations with an appropriate level of urgency, and demonstrate a high degree of accuracy and thoroughness, with a strong attention to detail.

The 2026 wage rate for the Office Clerk – Operational Services is \$34.52 per hour. The position is subject to CUPE Local 798 Collective Agreement. This is a short-term, temporary full-time position as defined in the Collective Agreement. Monday to Friday is the typical schedule, however, weekend work is necessary at times. The qathet Regional District has a Flexible Work Arrangement policy and program. We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Deadline for applications: 4 pm on Monday, May 11, 2026. Formal testing may be required. Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position via email to:

Patrick Devereaux, General Manager of Operational Services
202 - 4675 Marine Avenue
Powell River, BC V8A 2L2
Email: employment@qathet.ca