



## **TEMPORARY UTILITIES AND ASSET MANAGEMENT CLERK (UP TO 12 MONTHS)**

Cypress County is a rural municipality in the southeast corner of Alberta. The majority of the County's 1.3 million hectares are utilized for agricultural purposes, including high intensity irrigated cropping. The County's 7,600 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families.

Cypress County is currently seeking a highly organized, detail and results oriented, motivated, customer service focused individual to fill the position of Utilities and Asset Management Clerk on a temporary basis.

Some of the primary duties include:

- responding to inquiries regarding utilities, complaints, billing, and overdue accounts.
- generating and processing bi-monthly utility invoices and generating reminder notices for overdue accounts.
- downloads and uploads meter readings, reviews utility accounts, and responds to deficiencies and/or variances.
- preparing monthly water plant consumption comparison reports and graphs.
- reviewing the accuracy, integrity, and quality of asset information within the developing computerized management system by checking against source documents.
- providing support to activities related to data collection, data validation, and data updates across multiple departments.
- Tracking existing assets including disposals, addition of new assets, and supporting the performance tracking of operations and maintenance activities.
- performing other related duties as assigned or otherwise delegated.

Our ideal candidate has a minimum of three (3) years related utilities/administrative/asset management experience combined with proficiency in office software and spreadsheet applications. You have proven time management skills and problem-solving skills and are self-motivated. In addition, you have excellent communication and organizational skills and can adapt to changing priorities.

To learn more about what Cypress County has to offer please visit our website, [www.cypress.ab.ca](http://www.cypress.ab.ca)

If this opportunity interests you, please forward your resume and cover letter no later than:  
**4:30 p.m. on Wednesday, September 14, 2022, to [competitions@cypress.ab.ca](mailto:competitions@cypress.ab.ca)**

*Cypress County would like to thank all applicants for their interest and time,  
however only those selected for an interview will be contacted*