



Water Administrative Assistant

Regular Full-Time Permanent Position

As the most northerly township in the County of Simcoe, the Township of Tiny offers 70km of coastline along beautiful Georgian Bay. The municipality's approximate population of 13,000 residents at least doubles in the summer as the region is a popular destination for both tourism and cottagers due to its beautiful waterfront areas and small-town appeal.

Due to a vacancy, the Township of Tiny is currently seeking a qualified candidate for the position of Water Administrative Assistant.

Reporting to the Water Supervisor, the Water Administrative Assistant assists the Water Department by performing various technical and clerical tasks.

Qualifications

- This position requires an Ontario Secondary School diploma with proven knowledge and experience in administration, preferably in a municipal setting.
- A willingness to obtain a DWQMS Standard and Internal Auditor Certification upon hire at the Township's expense.
- Municipal experience in water operations considered to be an asset.
- Solid working knowledge of Microsoft Office and other software applications.
- Knowledge of Municipal, Provincial and Federal Regulations relating to Municipal operations and health and safety particularly relating to water considered to be an asset.
- Capable of handling multiple, changing priorities as the successful candidate will have to manage varied deadlines and tasks with frequent interruptions or external demands.
- Demonstrated ability to address public concerns in a professional manner with excellent interpersonal skills.
- Self-starter, able to complete all tasks independently with minimal supervision.
- Ability to learn or expand on technical reporting and coordination.
- Valid Class "G" Ontario Driver's Licence.
- Bilingualism in French and English considered to be an asset.

Hours of Work

40 hours per week

Rate of Pay

The Township offers a competitive compensation and benefits package.

Pay Range - \$27.39 - \$34.24 Per Hour

Visit www.tiny.ca for a detailed job description.

How to Apply

Qualified applicants are encouraged to submit a resume and cover letter to:

Human Resources
Township of Tiny
130 Balm Beach Road West
Tiny, Ontario L0L 2J0
Fax: (705) 526-2372
Email: humanresources@tiny.ca

Applications will be accepted until 12pm on September 24, 2026. We thank all applicants who apply for this position but only those selected for an interview will be contacted.

Artificial Intelligence

The Township of Tiny does not use artificial intelligence (AI) to screen, access or select applicants.

Accessible Accommodations

The Corporation of the Township of Tiny is committed to an inclusive and barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Disclaimer

Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.