



Village of Carmacks
P.O. Box 113
Carmacks, YT Y0B 1C0

Light Duty cleaner, Laborers in mineral and metal processing &
Information clerk- Customer Service

POSITION SUMMARY

Light Duty cleaner (65310)

This role requires attention to detail, knowledge of cleaning procedures and safety protocols, and the ability to work independently to maintain a hygienic and welcoming environment for all office users and premises of Village of Carmacks.

Duties and Responsibilities are:

- Sweeping, mopping, washing, floors on the specific properties of the Village of Carmacks like water treatment plant, recreational center
- Dusting furniture and vacuuming carpets and area rugs etc.
- Proficiently managed time to complete assigned tasks within allocated deadlines
- Cleaning and sanitizing restrooms, including toilets, sinks, and mirrors.
- Ensuring cleaning supplies and equipment are stocked and maintained across the various properties of the Village of Carmacks.
- Emptying trash bins and ensuring proper disposal of waste.

Labourers in mineral and metal Processing (95100)

Labourers in mineral and metal processing perform a variety of tasks to support the processing of mineral ores and metals. Their main duties include:

Duties and Responsibilities are:

- Keeping work areas and equipment clean.
- Supporting process and machine operators with various tasks.
- Moving scrap, raw materials, finished products, and recyclable items throughout the plant.
- Helping the public unload and sort solid waste and recyclable materials.

Telephone: (867) 863-6271
Fax: (867)863-6606
Email: info@carmacks.ca



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- Providing customers with information about operations and policies regarding landfill and recycling.
- Enforcing safety protocols and managing waste disposal activities while working
- Maintaining accurate records of incoming waste and disposal activities.

Information clerk- Customer Service (64409)

An Information Clerk in a municipal office plays a crucial role in providing excellent customer service and administrative support to CAO. Key responsibilities include:

Duties and Responsibilities are:

- Handling inquiries via phone, email, or in-person.
- Providing details about products, services, schedules for events and policies of Village of Carmacks.
- Addressing and resolving village residents' issues and complaints.
- Offering advice and support to residents on various topics like how to get a business license, development permit etc.
- Receive payments from customers via debit machine.
- Assisting residents with inquiries about municipal services and regulations.

Qualifications and Experience:

- Grade 12 education or GED,
- Minimum of 2 years of relevant experience
- Previous cleaning experience is required.
- Previous experience in customer service.
- Ability to handle cleaning equipment and machinery
- Understanding of health and safety procedures
- Must possess reliable public relations and interpersonal skills to clarify facts, provide information and respond to complaints.
- Proven written communication and report writing skills.
- Proficiency in word processing and Excel spreadsheets

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Interpersonal

- Exceptional organizational and time management skills.
- Excellent communication skills, both oral and written.
- Ability to demonstrate tact, diplomacy, and good judgment.
- Strong decision making and problem-solving skills.
- Ability to manage stress effectively.
- Ability to work effectively as part of a team.
- Ability to establish and maintain professional working relationships with staff and the general public.
- Ability to maintain strict confidentiality.

Licenses, Certificates and Courses Required

- Standard 1st Aid & Level C CPR

Salary and Benefits: This position ranges Level 1 Step 1 (\$24.42/HR) to Level 1 Step 5 (\$29.29/HR) at 37.5 hours/week.

How to Apply: Interested candidates are invited to submit their resume and cover letter to:

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