

Job Title: Clerk 4 (Engineering Aide) (Plymouth) (EOI Close: March 24, 2025)

Requisition ID **45493** - Posted **03/17/2025** - **3/31/2025**

(Administration and Clerical) - **NSGEU - NSPG - Public Works - PLYMOUTH - Permanent - Full Time**

Competition # : 45493

Department: Public Works

Location: PLYMOUTH

Type of Employment: Permanent

Union Status: NSGEU - NSPG

EOI Close Date: 03/24/2025

Closing Date: 3/31/2025 (Applications are accepted until 11:59 PM Atlantic Time)

About Us

Building and maintaining our Provincial infrastructure is no small job.

The Department of Public Works supports Nova Scotia's 23,000 kilometers of roads and highways and 4,100 bridges. Our Highway Programs Division is growing, and we have a challenging and exciting opportunity available for an Engineering Aide.

This is an exciting opportunity to work alongside our professional team of Engineers who manage all phases of contract work for bridge and highway construction and rehabilitation.

About Our Opportunity

As the Engineering Aide, you provide administrative and clerical support to Project Engineers.

You will calculate, compile and enter data in our Contract Payment System and SAP. With this data, you will produce reports for payment to contractors and perform invoicing and accounts receivable functions with respect to highway and bridge contract work. You will generate various administrative and engineering reports for Project Engineers to track contract quantities, progress, payment status, and perform calculations related to contract specifications and special provisions.

Primary Accountabilities

You are responsible for the overall organization and general management of the Construction office including completing and maintaining employee payroll, safety records, inventory control and ensuring proper procurement procedures are followed. Procurement responsibilities will include verifying purchasing situation requirements along with assisting those with purchasing authority. We count on your expertise to ensure policy compliance with Government procurement goals, and that transactions are transparent and accountable. You will route and process billing invoices, expenditure transfers, payroll charges, and expenses pertaining to numerous construction contracts, monitor expenditures and help to maintain efficient cost control on these contracts. You will record, prepare, and disseminate construction meeting minutes and traffic advisories, and perform other related duties as required.

This position may provide the opportunity to visit project sites while meeting and working collaboratively with a variety of stakeholders.

Qualifications and Experience

High school Education with five (5) years of related experience in bookkeeping, or a related subject. An equivalent combination of education, training and experience will be considered.

You possess a mathematical aptitude and have experience in accounts payable and budgetary control. Proficiency in typing and extensive knowledge in spreadsheet software and creation, word processing, and email applications is essential. You must demonstrate excellent coordination and organization skills along with experience in maintaining records in both manual and computerized environments.

The following qualifications are considered assets:

- Completed course work in bookkeeping or accounting;
- Experience with job costing and preparation of highway construction quantity documents;
- Knowledge of the geographical area;
- Experience with SAP (or equivalent); and
- Familiarity with construction estimating software.

As the ideal candidate, you have exceptional planning and organizational skills to assist with the efficient operation of our office. You are an analytical thinker who presents information in a clear, concise manner. You are also a self-motivated individual who works both independently with minimal supervision and participates fully as an effective team player. You maintain a professional and courteous disposition and hold a high standard for client and customer service.

We will assess the above qualifications and competencies using one or more of the following tools: written examination, standardized tests, oral presentations, interview(s), and reference checks.

Equivalency

An equivalent combination of relevant training and experience will be considered. Related equivalencies include, but are not limited to:

- A completed related bachelor's degree and one (1) year of experience
- A completed related diploma and three (3) years of experience

Applicants relying on education and experience equivalencies must demonstrate such equivalencies in their application.

Benefits

Based on the employment status and union agreement, the Government of Nova Scotia offers its employees a wide range of benefits such as a Defined Benefit Pension Plan, Health, Dental, Life Insurance, General illness, Short and Long Term Disability, Vacation and Employee and Family Assistance Programs. For information on all our Benefit program offerings, click here: [Benefits for government employees](#).

Working Conditions

- Normal work week is 40 hours/week, 8 hours/day (8:00 AM to 4:30 PM).
- May be required to work overtime on occasion.
- Typically located in comfortable office environment.
- Much of the time is spent in a comfortable position with frequent opportunity to move about.

- Regularly reads and interprets multiple sources of information, regular requirement to type, read and work on a computer.
- May experience pressure with deadline and need for accuracy.

What We Offer

- Career Development where you have access to career guidance, tools, resources, and ongoing training for every stage of your career.
- Engaging workplace. Our Employees feel valued, respected, connected, and tuned in. We have forward-thinking policies and strategies.
- Countless career paths.

Pay Grade: CL 22

Salary Range: \$1,934.21 - \$2,139.34 Bi-Weekly

Employment Equity Statement:

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy, and we welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

This is a bargaining unit position initially restricted to current civil service employees represented by the Nova Scotia Government Employees Union (NSGEU). Failure to apply correctly means that your application will not be given first consideration as a bargaining unit applicant, and will only be included if external applications are pursued.

External applicants and current casual employees will only be considered if there are no qualified civil service bargaining unit candidates. PLEASE NOTE: Candidates will not be considered for an interview if applications are incomplete or are missing information.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. We thank all applicants for the interest, however, only those selected for an interview will be contacted. All questions and concerns may be directed to Competitions@novascotia.ca.

