



Municipal Works Fleet Services

Computer Software Support - Non Union Student

June – August, 2022

Job Posting #2022-46

The City of Niagara Falls requires a summer student to assist with computer software support in Fleet Services. Working under the direction of the Manager of Fleet Operations, this position will undertake various tasks including but not limited to:

Responsibilities:

- Assist staff with the use of MMS Cartegraph system (i.e. notes, creating work orders, verifying and updating assets)
- Researching archival records
- Identifying and recommending improvements in the use of the MMS Cartegraph system, including inventory processes and training staff

Qualifications:

- Recent graduate (2022) or currently enrolled in full-time post-secondary computer science studies.
- Proficiency utilizing Microsoft products (Word, Excel, Outlook and PowerPoint).
- Proficiency using Mobile APP for IOS and Android Devices.
- Any previous knowledge using a work management system would be an asset.
- Highly organized, detail-oriented with strong written and oral communication skills.
- Ability to follow written and oral instructions.
- Work with minimal supervision as well as part of a team.

Work Schedule and Rate of Pay:

- Monday through Friday, 8:00 am to 4:00 pm
- 40 hours per week
- \$17.31 per hour

To apply, please submit your cover letter and resume through the City's website www.niagarafalls.ca/jobs by 4:30 p.m. on **Friday, May 27, 2022.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection and interview process. Personal information is collected under the authority of The *Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Posted on web site May 13, 2022