



Job Posting: Engineering Clerk

Acton, On | Full Time | Union | On-Site

Starting Rate: approximately \$65,000 (based on collective agreement)

We're looking for a detail-oriented, customer-focused Engineering Clerk to join our team and support the day-to-day operations of our Engineering Department. This role provides key administrative and clerical support, helping to ensure the efficient delivery of engineering services to our customers, contractors, and internal teams.

Duties

- Be the first point of contact for customers and contractors regarding Temporary Service Layouts (TSLOs)
- Provide support for subdivision and development projects
- Track inspections, project documentation, and Letters of Credit (LOCs)
- Maintain Location IDs (LIDs) and service request records
- Respond to inquiries related to demolitions, easements, and generators
- Support Net Metering and MicroFIT application processes
- Assist with municipal planning files and capital project records
- Prepare purchase requisitions and support coordination between departments
- Maintain clear and accurate records and correspondence departments
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- Other duties as assigned.

Qualifications

- Completion of Grade 12 (or equivalent); post-secondary education an asset
- 2–3 years of experience in administration, project coordination, or planning—preferably in a utility, engineering, construction, or technical setting
- Strong proficiency in Microsoft Office Suite; experience with records management, GIS, or utility systems software is a plus
- Familiarity with engineering documentation, ESA regulations, electrical distribution systems, or municipal utility procedures is an asset
- Excellent attention to detail and organizational skills
- Strong verbal and written communication skills, with the ability to work professionally with engineers, field crews, contractors, and the public
- A collaborative, customer-first mindset



What We Offer

- ✓ Comprehensive total compensation package;
- ✓ Opportunity to work with an experienced utility team;
- ✓ Direct experience within a highly regulated industry;
- ✓ Working in an environment with a strong commitment to safety;
- ✓ Training and development support and opportunities.

How to Apply

- Email your detailed resume, in confidence, to hr@haltonhillshydro.com;
- Use **Engineering Clerk** for your subject line;
- Indicate in the body of your email where you saw this posting.

Halton Hills Hydro Inc. is an equal opportunity employer. Accommodation is available under the *Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. Applicants need to make their required accommodation known in advance.

We thank all applicants for their interest, however only those selected for an interview will be contacted.