



Town of Shelburne Job Posting Utility Coordinator

The Town of Shelburne is a vibrant community located in the County of Dufferin. The current estimated population of 8,900, the population is estimated to grow to 15,000 in the next 15 years. Shelburne is an urban hub regionally and supports surrounding communities for shopping, dining, medical services and employment.

Due to a vacancy, The Town of Shelburne is accepting resumes for the position of Utility Coordinator. This is a full-time position based on a 35-hour work week. The 2022 pay range is \$32.96 to \$37.47 and 1820 hours per year.

Reporting to the Director of Financial Services, general duties and responsibilities include but are not limited to:

- Generate bi-monthly utility billing, adjustments, and monitoring utility billing for accuracy, deficiencies and any irregularities observed, investigating questionable utility billing.
- Schedules and organizes utility billing functions to ensure accurate invoicing requirements (i.e. update new rates in Keystone).
- Coding invoices and assigning General Ledger account number for payables.
- Coordinate and complete requests from lawyers and property owners for final meter reading for house closings.
- Back up to Tax Coordinator as needed.
- Processing banking payment uploads with online payments.
- Working with residents to locate any leaks with education and monitoring using Sensus Analytics Hourly reads.
- Liaison with Utility Supervisor and Utility Labourers with all associated duties regarding Water Meters / Water Main Breaks / work orders etc.

A copy of the full job description is available at www.shelburne.ca/townhall/careers

To apply for this position, please submit your resume by email to: hr@shelburne.ca no later than, Monday, November 28, 2022, at 3:00pm.

Please quote the job title and marked as “**Competition #16-2022**” in the subject line.

Mail: Human Resources
Town of Shelburne
203 Main Street East
Shelburne ON L9V 3K7

****Only those selected for an interview will be contacted.****

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging. The Town is committed to attracting, developing, and retaining highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.