

CITY OF ORTING

JOB DESCRIPTION

Job Title: Administrative Assistant - PW

Department: Public Works

Reports to: Public Works Director

SUMMARY DESCRIPTION

The Administrative Assistant to Public Works Operations is a full-time Federal Labor Standard Act non-exempt, non-Civil Service accounting position. A typical work week is Monday through Friday, 7:30 to 4:30 with periodic attendance at weekend and evening meetings or events. The incumbent in this position is subject to a six (6) month probationary period. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

The Administrative Assistant to Public Works Operations performs a variety of specialized office duties to support the activities and efficient operation of the Public Works Department. This position performs work under the direct supervision of the Public Works Director and indirectly to the Public Works Supervisor. This position performs administrative support work for all Public Works operations, functions, and programs. This position performs a full range of general administrative duties for the department including accounting and clerical work.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Organizes and maintains Public Works and engineering files and records
2. Compiles, copies and distributes printed information to City employees and consultants, the public, businesses, state and federal agencies
3. Responsible for customer contact within public works operations via telephone, in person and through written communication
4. Works to resolve any issues and answer inquiries and refers to the appropriate person or department as required
5. Responsible for processing work orders, establishing and maintaining logs, files and record systems for public works operations, facilities and parks operations
6. Prepares purchase orders; orders, tracks and receives inventory supplies. Responsible for ensuring correct coding for all purchases and to track capital project expenses
7. Assist in the preparation of quantity estimates of materials, equipment, labor and facilities for municipal public works, facilities, parks and utilities projects
8. Researches, drafts, edits and reviews grant applications, guidelines, policies, correspondence and other documents as necessary
9. Responsible for internal communications and notifying proper people of needed services.
10. Responsible for tracking fixed assets and maintaining records, files and record system for public works operations & facilities.
11. Assist in coordinating vehicle maintenance and surplus activities
12. Assist in specification preparation for capital purchases and facility improvements.

13. Assist in revising maps and drawings, and maintaining engineering records
14. Provide departmental research as requested & deliver and pickup materials and parts as needed
15. Act as a secretary to various committees and keep a record of the meeting including written or audio
16. Schedule meetings and conferences; make travel arrangements, schedule regular and non-routine services and equipment repair
17. Prepares agendas, information packets and minutes for various meetings
18. Assist Public Works employees with Washington State bid requirements for major purchases and services, research and gather bids as required
19. Maintain employee time-off requests and timesheet records
20. Organizes & contact person and City representative for Utility Underground Location Center. Maintain locate logs and files
21. Records management – archives records according to General Records Retention schedules
22. Provides non-professional engineering support tasks such as contract administration and construction management assistance
23. Organizes and manages individual small projects at the direction of the Public Works Director
24. Assists in promoting, planning, scheduling, and implementing educational and community activities, and assists in preparing and conducting regular training meetings, presentations and special projects
25. Responsible for advertising, logging and maintaining the small works roster.
26. Maintain the inventory system for public works operations
27. Maintain the standby roster for utility crew emergencies
28. Provides clerical and financial support for audits, surveys and other various projects, and may be asked to represent the department on certain committees as requested
29. May delegate, explain work instructions and review the work of volunteers and interns.
30. Responsible for writing, publishing and distributing the annual Consumer Confidence Report per the requirements of the WA State Department of Health
31. Responsible for tracking, maintaining and issuing the Cross-Connection Control report per the requirements of the WA State Department of Health
32. Responsible for tracking, maintaining and issuing the Phase II NPDES Stormwater report per the requirements of the WA State Department of Ecology
33. Responsible for issuing the annual revenue and expenses of streets & transportation to WA State Department of Transportation
34. Responsible for establishing & maintaining records for backflow prevention assembly records and assisting customers with the legal requirements of a backflow prevention assembly.
35. Responsible for issuing hydrant meter and street opening permits.
36. Provides permit processing support to the building department, as needed.
37. Perform other duties as assigned

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Written and oral communication skills
- Intermediate knowledge Microsoft Word and Excel
- State Auditors Budgeting Accounting Reporting System (BARS) - preferred

Ability to:

- Work on multiple projects while within a challenging environment
- Follow projects to completion and meet deadlines
- Communicate with the public courteously and professionally
- Follow directions carefully and to work independently
- Effectively handle conflict and present a professional appearance at all times
- Communicate in person or via telephone to interact with others
- Operation of computers and other office equipment is an essential job function
- Produce handwritten documents
- Learn several computer programs essential to the operations of public works and State Agencies

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Experience: High School diploma or GED with two (2) years' experience in customer service/public relations in a governmental environment is desired.

License or Certification: Must possess and maintain a valid Washington State driver's license with driving record free from serious or frequent violations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; travel from site to site; exposure to computer screens, heat, cold, noise, inclement weather conditions; moving objects/vehicles; work on slippery or uneven surfaces.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying up to 25 pounds; bending, stooping, kneeling; operating office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.