

CODE: 1806
FLSA: NON-EXEMPT
GRADE: 12

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS ASSISTANT
ADMINISTRATION DIVISION
PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized administrative and technical work in support along with customer services in the Public Works Department. Work involves processing all invoices, requisitions, purchase orders, work orders, and telephone calls to the proper departments; coordinating and developing budget preparation; compiling all budget information for all divisions; verifying fund availability; maintaining individual street address files for any property that is doing demolition and rebuilding or subdividing, and ensuring that all fees are paid before Building Permits are issued; locating plats for commercial and residential properties; locating mapping inquiries using Geographical Information System; preparing contracts, and setting up files; maintaining all water and sewer records such as wastewater disposal, weekly water consumption reports, monthly water meter inventory, tracking Miss Utility, and utility marking charges; and preparing required items for auditors for water purchases each year. Reports to the Director of Public Works.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Processes invoices; determines coding; prepares necessary paperwork with check disbursements or requisitions.

Processes all plumbing permits; enters into Fairfax Inspections Database Online.

Prepares street cut, erosion and siltation, public improvement, and hydrant, banner, and pool bonds; completes forms; collects money; processes paperwork; files paperwork; maintains bonds and escrow computer log.

Responds to inquiries from employees, residents, contractors, and vendors.

Ensures all Water and Sewer fees are paid and proper records maintained.

Files all water and sewer paperwork in necessary files set up by street addresses and residential or commercial.

Responds to residential or commercial contractors, developers, homeowners, or plumbers requests

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such as sanitary sewer manhole downstream inverts and depths, water line and property line information, fire flow tests (completes paperwork and faxes requests to Water/Sewer Division), fire hydrant locations, residential plats, or commercial site plan requests; reads plumbing plans, site plans, and water and sewer maps.

Prepares Council Agenda item as well as special requests to purchase items over \$10,000.00.

Enters all solid waste and recycling tickets, water consumption reports, Miss Utility and utility marking tickets, Electric and Gas invoices, work shoes by department (track money spent up to limit, sends paperwork for payroll deductions if over allocated amount), and Water purchases from other jurisdictions; tracks monthly water meter inventory; sends necessary reports and/or payments to other agencies.

Tracks Emergency Mandates from the State and Natural disasters (such as Hurricanes).

Tracks budget expenditures; makes transfers; makes recommendations to the Director of Public Works.

Maintains banner bonds and banner calendar; tracks banner permits; refunds as necessary.

Tracks all water breaks outside Town limits; requests street highway cuts thru Virginia Department of Transportation; requests extensions or release of such bonds once repair is made and requested by Water and Sewer.

Maintains spreadsheet for all blanket purchase orders, contracts the Town of Vienna rides with other jurisdictions or own Invitation for Bid with contract expirations.

Maintains all forms and receipts on computer for printing.

Orders all safety items for each division such as t-shirts, rainwear, coveralls, back braces, vests, etc.; distributes order forms by employee name requesting sizes; compiles information into an order form to send to vendors for quotes.

Orders and tracks purchases of all safety items (safety goggles, ear plugs, gloves, and shoes), vehicles, parts, machinery, furniture, and any other items requested by department.

Prepares a variety of reports; reconciles errors for departments, divisions, and the State of Virginia.

Coordinates and develops budget preparation; meets with the Division Superintendents to discuss budget balances; receives estimates; updates information; compiles all budget information; enters into computer; balances budget; completes and updates budget for submission; works with the Director of Public Works to anticipate budgetary needs for the next fiscal year.

Prepares items required by auditors for water purchases, water meters, and trash bags. Serves as Storage Coordinator at offsite storage unit.

Disposes of old records thru State Archive requirements.

Receives and/or reviews various records and reports such as invoices, purchase orders, requisitions, request for quotes from vendors, public requests, permit applications, and budget

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requests.

Prepares and/or processes various records and reports such as spreadsheets, requisitions and check disbursements, and filing.

Refers to budget account listing, files, computer, maps, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of equipment such as copier, fax machine, printer, computer, etc.

Uses a variety of tools such as engineering scale, digital camera, calculator, telephone, etc.; a variety of supplies such as paper, writing instruments, rulers, variety of stamps, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publications, GIS Mapping System, FIDO, etc.

Interacts and communicates with various groups and individuals such as the Director of Public Works, co-workers, Mayor and Council, sales representatives, contractors, developers, plumbers, and the general public.

ADDITIONAL JOB FUNCTIONS

Answers telephone when other employees are absent or at lunch.

Keeps the desk, front counter, and surrounding area clean and organized for easy access.

Maintains office equipment such as repairing paper jams in the copier, fax machines, and printers.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Performs other duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in business management or closely related field supplemented by three to four years of experience in administrative work; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Work is rated as Light Work.

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Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from the Director.

Language Ability: Requires the ability to read a variety of correspondence, reports, purchase orders, invoices, forms, etc. Requires the ability to prepare a variety of correspondence, reports, purchase orders, invoices, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables; to listen critically and to think creatively for satisfactory solutions and responses.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions. Requires the ability to communicate effectively and efficiently in a variety of technical or professional languages including accounting, and other terminologies.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions, percentages, ratio, and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment; requires ambulatory coordination for field visits.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

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Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Administration Division of the Public Works Department as they pertain to the performance of duties of the Public Works Assistant. Has knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has general knowledge of the policies and procedures, organization, and functions of the department. Has considerable knowledge of modern office practices and procedures. Is able to use common office machines, including popular computer-driven word processing, spreadsheet, file maintenance, and database programs. Has considerable knowledge of arithmetic, spelling, punctuation, and format, and its uses in general office work. Is skilled in the operation of a computer, typewriter, or electronic data-entry equipment. Is skilled in organizing workflow and coordinating activities. Is able to interpret policy and procedural guidelines and to resolve problems and questions. Is able to maintain a variety of moderately complex records and to compile reports from such records. Is able to exercise independent judgment, discretion, and initiative in completing assignments. Is able to research program documents and narrative materials, and to compile reports from information gathered. Is able to make routine administrative decisions independently in accordance with laws, regulations, and Town policies and procedures, and to solve problems, and answer questions. Is able to type with accuracy at a moderate rate of speed. Is able to correct spelling, grammatical, punctuation, and typing errors. Is able to maintain a variety of moderately complex records and to compile data from such records. Is able to understand and apply laws, regulations, and policies to the maintenance of financial records. Is able to verify documents and forms for accuracy and completeness. Is able to develop and modify work procedures, methods, and processes to improve efficiency. Is able to communicate effectively in oral and written form. Is able to exercise tact, courtesy and firmness in frequent contact with the public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction. Conveys initiative and enthusiasm to others. Anticipates potential problems and needs and recommends or initiates appropriate preventive or corrective action.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying

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alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town and personally demonstrates a cooperative and collegial attitude.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Is sensitive to work schedules of others.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.