

Hartland Township

JOB DESCRIPTION

Title: Public Works Assistant

Department: Public Works

Employment: Full Time

Reports To: Public Works Director

FLSA Status: Non-Exempt

Supervises: N / A

Pay Grade: 5

Standard Work Week: 38 hours

Effective:

General Summary

This is an administrative, clerical and paraprofessional position, under the supervision of the Public Works Director. Performs a variety of clerical, administrative, and support work in support of the Public Works Department.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all of the following essential duties and responsibilities. These examples do not include all of the duties that the employee may be expected to perform. Other reasonably related administrative functions may be assigned, and management retains the right to add or change duties at any time. To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily.

1. Provide direct support to the Public Works Director in an administrative capacity.
2. Designs, organizes and maintains specialized and custom forms, records, reports, files and logs to support technical work processes in areas of assigned responsibility; designs, develops and maintains spreadsheets requiring data interpretation and manipulation; creates, maintains and updates file indexes; removes and archives inactive records or files; researches and assembles information from a variety of sources for the completion of specialized forms and technical reports; copies, compiles and distributes reports, documents, and other material.
3. Maintains the department's supplies, water system inventories, and arranges for purchases thereof in compliance with the purchasing policy.
4. Prepares, administers and ensures department budgetary methods and procedures are followed, balance budgets for unforeseen projects, and follow township guidelines for departmental spending;
5. Meet departmental financial objectives by forecasting requirements; assisting with preparation of an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
6. Creates routine and emergency work orders (including building maintenance, equipment repair, cleaning, etc.), coordinates service and maintains project database, closing out projects as appropriate.
7. Coordinates township-sponsored activities, when required, including annual-township clean up days.
8. Act as a liaison with Township property owners, answering and directing questions and complaints
9. Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel. Provides general information, photocopies, and customer service. Answers general questions when able or directs inquiries to the appropriate personnel, voicemail or message (via e-mail or phone).

10. Types, enters data, copies, faxes, files, and performs other administrative tasks as assigned. Reviews and corrects correspondence for accuracy and grammar.
11. Coordinates activities for active construction projects by regular communication with the Township Engineer and Inspectors, informing appropriate staff of dates for connections and public utility tests. Assists with permit submittal and tracking for both Industrial Pollution Prevention (IPP) applications and building permits to coordinate the installation of water meters.
12. Coordinates maintenance and mileage tracking of fleet vehicles.
13. Coordinates water and sewer inspections through communication with residents and operators.
14. Coordinates meetings and conferences, including scheduling rooms and/or vehicles, preparing agendas, supplies and documents, and recording and distributing minutes.
15. Performs other reasonably related administrative and clerical functions as required to preserve the integrity of the Township, to foster good public relations or as assigned by the Public Works Director.
16. Safeguards the confidentiality of Township administration by exercising discretion in communicating information to residents, property owners, officials, administrators, staff, consultants and the general public.

Knowledge, Skills and Abilities

1. Ability to critically assess situations, prioritize multiple tasks, maintain attention to detail, solve problems and work efficiently under stress, within deadlines and changing work priorities.
2. Good knowledge of the structure, policies, procedures, and regulations of municipal government, public works, infrastructure and facilities.
3. Advanced knowledge and experience working with Microsoft Office products including Excel
4. Good knowledge of human relation techniques, using tact, patience and courtesy.
5. Working skill in the use of the following tools and equipment: Pen/pencil, computer (and related software and hardware applications), electronic mail, calculator, phone, voicemail, facsimile machine, copy machine, document scanner and office application software (including Word, Excel, Outlook, PowerPoint, , Adobe Acrobat, and various BS&A modules).
6. Skill in maintaining and updating records, documents and computer files.
7. Ability to read, understand and apply the policies and procedures of the Township.
8. Ability to effectively communicate and present ideas and concepts orally and in writing.
9. Ability to establish and maintain effective working, communicative relationships and use good judgment, initiative and resourcefulness when dealing with citizens, property owners, other governmental agencies, Township administrators and officials, other staff and the general public.
10. Education requirements include a high school diploma or equivalent. An associate's or supplementary technical training is preferred.
11. Experience requirements include a minimum of one year of related experience. Two to three years experience is preferred.
12. Must possess a valid Michigan driver's license and maintain a good driving record.

Physical Demands

The physical demands and work environment characteristics described here are representative of those the employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, feel or operate objects, tools or controls, and is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move items of light weight, including file boxes, portable computers, etc. The employee must occasionally drive a vehicle, walk or stand. Specific vision abilities required by this job include close vision, distant vision, and ability to adjust focus.

Work is performed in a business office setting and is occasionally exposed to wet, cold, hot and/or humid outside weather conditions, as well as moving mechanical parts and active building/construction sites while performing work in the field. The noise level in the work environment is usually quiet to moderate and can occasionally be loud in the field.

Authority & Revisions

This job description is enacted immediately upon approval of the Township Board, as reflected in the regular meeting minutes dated October 12, 2010. Revisions to this job description shall only be enacted when approved by the Township Board and reflected in the applicable meeting minutes. This job description shall be reviewed at least biennially by the Township Manager and updated as appropriate.

Revision History

<u>Date</u>	<u>Revision #</u>	<u>Nature of Revision</u>
10/12/2010	00	Original document.

The above is intended to describe the general content and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This document is not a contract of employment and is subject to change by the employer as the needs and requirements of the job change

I have read and understand the job description for this position to be an accurate portrayal of assigned duties and I am able and willing to perform the essential functions.

Employee Name _____ Employee Signature _____ Date _____