

**CITY OF NEWBERG
POSITION DESCRIPTION**

Class Title:	Maintenance Secretary	Range Number:	121
Department:	Public Works Division	Location:	Maintenance Shop
Section:	Maintenance	Date:	March, 2013

GENERAL PURPOSE:

Maintenance Secretary performs a wide variety of complex administrative duties for the Public Works Maintenance Division. Duties include providing administrative support to the divisional staff and assisting with the administration of policies and procedures for the division.

SUPERVISION RECEIVED:

Maintenance Secretary works under the general guidance and direction of the Public Works Superintendent or the Public Works Supervisor.

WORK DIRECTION EXERCISED:

May provide work guidance or direction to entry level probationary employees, interns, or summer help positions.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Office Assistant levels by greater responsibility, independence, complexity of assignments, and technical knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

Manages and organizes office and administrative functions and support for the Maintenance Division (Wastewater, Water, Storm/Street, Fleet, Facilities, and Grounds), maintains inventories and establishes and maintains filing systems. The Maintenance Secretary also maintains accurate records and legal documents that provide for the proper control and documentation of division operations.

Performs research, gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and divisions as needed, as well as to responding to inquiries from public and city employees.

Compiles a variety of information in conformance with City procedural, technical, administrative and regulatory requirements and assists Public Works Superintendent and Public Works Supervisor and in communicating such policies and procedures to division staff. Evaluates work recording keeping, schedules, and workflow; recommends policies and procedures to improve efficiency and effectiveness of divisional recordkeeping and reporting.

Makes arrangements for and coordinates the activities of various meetings including scheduling appropriate meeting facilities, preparing agendas, and disseminating public information along with maintaining the Public Works Maintenance webpage.

Collects and reviews (for accuracy) time sheets, purchase card logs; prepare and process all divisional billing. Reviews work orders and work requests in Cartegraph. Coordinates and tracks utility locate requests with One Call Center. Tracks and submits substructure damage reports to Oregon Utility Notification Center and reviews Development and Demolition permits for completeness and proper divisional distribution.

Prepares job announcements and advertisements, schedules interviews, and prepares notification letters and telephone contacts.

The Maintenance Secretary provides administrative office support to Fleet Management including software upgrades, data input and backups. Manages fuel card system for Public Works, Building, Planning and Engineering Departments, orders, assigns fuel cards, maintains current card user records and insures policy compliance.

Assists IT with phone reprogramming, and maintains complete phone data base records for Public Works Maintenance Division.

Assists in the preparation of annual division budget. Monitors budget in accordance with City policies and procedures; recommends cost control activities as needed.

Develops supply orders with divisional staff input, and generates requisitions. Manages and processes divisional purchase orders, creates and processes check requests and other vouchers for payment, and maintains database of divisional orders and purchases

Prepares and processes, volunteer applications, and ordinances and resolutions for submission to City Council. Ensures all City standards, policies and requirements are met.

Assist's other divisional staff with minor personnel functions, document preparation, and other administrative tasks.

Reviews and formats project specifications; writes project overviews upon working closely with the Public Works Superintendant or Supervisor. Prepares and processes various, standard legal agreements and professional service contracts, such as bid request documents, legally required advertisement for bids, bid addenda, bid tabulations, contract documents, notice of award, notice to proceed, notice to contractors, monitors various consultant and contractor agreements, process payments, and project completion notice.

Performs routine clerical and administrative work such as answering phones, receiving the public, providing customer assistance, scheduling appointments, ordering office supplies, materials and equipment, cashier, maintain SOP book, receives, stamps and distributes incoming mail, processes outgoing mail, coordinates conference/travel plans, training, and medical exams for personnel.

Composes, types, and edits a variety of correspondence, reports, memoranda, other material, and review of documents prepared by other divisional staff requiring judgment as to content, accuracy, and completeness.

PERIPHERAL DUTIES:

Provide assistance for various other divisions with customer service requests as needed.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Graduation from a high school with specialized course work in general office practices such as typing, filing, accounting and bookkeeping and four (4) years of increasingly responsible work experience in secretarial, clerical or administrative work.

Knowledge of:

Modern office practices and procedures, filing processes, maintenance of official records and original documents.

Computer operating system in a Windows-based environment, Microsoft applications, and Public Works maintenance environment.

Basic accounting principles, basic budgeting procedures and government procurement techniques.

Structure of City government as well as the roles of other government agencies as they relate to the City.

Broad-based knowledge of standard practices used to construct and maintain Streets, Wastewater Collection, Water Distribution, Fleet Maintenance, Facility Maintenance, Ground Maintenance, and equipment and parts that pertain to the Public Works Maintenance aspect of these.

Ability to:

Work independently with little supervision, prioritize workload and meet tight time lines, self initiate, set goals, organize, plan and coordinate projects, establish procedures and anticipate and implement changes as needed.

Make independent decisions and exercise judgment consistent with appropriate policies, procedures and techniques.

Read, understand, interpret and apply provisions of procedures, laws, ordinances and technical documents.

Recognize, analyze and recommend workable solutions to problems.

Proofread material rapidly and accurately, checking for several details simultaneously.

Operate listed tools and equipment.

Establish and maintain effective working relationships with other employees, public and private officials, and the general public.

Handle stressful situations.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

Must possess a valid State of Oregon driver's license or have the ability to obtain one prior to employment. Other certifications as deemed by the department.

TOOLS AND EQUIPMENT USED:

Personal computer including word processing, database, spreadsheet, email and various social media applications, Internet, scanner; copy machine; fax machine; multi-line phone; postage machine; Nextel phone; 10-key calculator.

PHYSICAL DEMANDS:

The physical demands described here 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 function.

Work is performed mostly in office settings. Some outdoor work may be required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; written exercise; and criminal history background check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL



Supervisor



Appointing Authority

Effective Date: March 2013

Revision History: September, 1995
 March 2013; Position name and supervisory details revised to meet requirements of collective bargaining agreement.