

JOB POSITION DESCRIPTION

POSITION TITLE: PUBLIC WORKS TECHNICAL ASSISTANT

DEPARTMENT: PUBLIC WORKS

REPORTS TO: SUPERINTENDENT OF PUBLIC WORKS

Position Summary

The Public Works Technical Assistant (PWTA) is responsible for a variety of administrative functions that support the day-to-day operations of the Public Works Department. Under the direction of the Public Works Superintendent (PWS) the PWTA will support several aspects of project management in terms of tracking progress, compiling information, data entry, and directing inquiries or issues to the appropriate personnel that arise in a fast paced environment. In addition, this position includes a moderate degree of financial oversight, therefore business accounting skills are required.

Responsibilities Overview

Work of this class involves excellent time management, computer, communication, and interpersonal skills.

- Provide assistance to the planning and coordination of department projects.
- Assist with the implementation of assets management project and the administrative tasks associate to this project such as data entry.
- Coordinate the traffic counter activity. Which includes (but not inclusive) providing instruction to personnel on data collection, set up/take down, and maintenance of equipment. Synchronizing the collection of information and preparing reports for management's review.
- Coordinate and schedule building maintenance activity including, alarm systems, H/VAC, backup generators. Once approved by management, arrange contract work with tradespeople.
- Perform administrative support to the utility permit process. {Data entry, monitoring activity, documenting the completion of requests, provide recommendations for administrative improvements}.
- Establish and maintain the electronic and paper filing system for this position in conjunction with the requirements of the organization.
- Provide back-up to the Purchaser position.
- Assist in the preparation of tender packages.
- Perform other related duties as required by the PWS or designate.

Preferred Qualifications

- 2 years of Post-Secondary Education in Civil Engineering, Accounting, or Business Administration.
- 1 - 2 years of experience in a municipal or construction setting.
- Proficiency in the use of Microsoft Office Suite (Word, Excel, Outlook)
- Knowledge of enterprise resource planning software (ERP) is considered an asset, Diamond Municipal software is preferred