**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Department of Public Works*

## *Public Works Assistant*

## GENERAL STATEMENT OF DUTIES:

This is responsible administrative and secretarial work in the Public Works Department. The person occupying this position must be knowledgeable in many aspects of organizational and operational process and be able to relieve the Public Works Director or Foreman of routine administrative duties.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Provide direct secretarial support to the Public Works Foreman, Public Works employees, and on occasion, the Director of Operations or Manager of Operations, including coordination of meetings and schedules, assembly and distribution of staff reports and documents.
* Compose correspondence and compiles reports from a variety of sources; facilitates transmission of same to other offices and agencies.
* Receive inquiries from the public and other town employees, both by phone and in person; provides information, exercising discretion and requiring an understanding of policies, procedures and/or situations relative to Public Works.
* Perform a variety of clerical tasks, including typing, proofreading, filing, and editing; sorts, files, prepares and/or processes a variety of documents and permits.
* Establish and/or maintain a filing and retrieval system for interrelated files and records.
* Maintain records of Department of Public Works complaints, including online records
* Opens, screens, and distributes mail
* Compile Department of Public Works employee time sheets for forwarding to Finance Payroll Clerk
* File Purchase Orders for Department of Public Works.
* Schedule Bulk Pickup
* Record keeping for all transactions from Seymour Transfer Station.
* Coordinate road opening permits
* Compile storm water discharge data input
* Perform coordination of random drug screening program through Foley Services
* Provide input for updating internet pages relating to the Public Works Department
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under direct supervision of the Public Works Foreman.
* Works under general supervision of the Director of Operations.

## SUPERVISION EXERCISED:

* None.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Considerable knowledge of related secretarial and office methods, practices, policies and procedures
* Thorough knowledge of the organization and operation of Seymour’s municipal government as well as the organization and functions of the Public Works Department.
* Highly skilled in Microsoft Word, Excel, PowerPoint, Publisher, & Outlook
* Ability to use Google Docs
* Skill in meeting the public tactfully and courteously answering questions in person and over the telephone
* Ability to communicate effectively with all segments of the community
* Thorough ability to understand and follow written and oral instructions
* Thorough ability to maintain the records of a the department
* Ability to answer phone calls, take messages, direct information

## EXPERIENCE AND TRAINING:

* High School graduate or equivalent
* Three (3) years related office experience
* Previous municipal experience in a Public Works Department is highly desirable.
* Possession of a valid driver’s license.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Director of Operations, in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.