City of Forsyth

Job Description

**JOB TITLE:** Public Works Utilities Coordinator

**POSITION:**

**FLSA STATUS**: Non-Exempt

**REPORTS TO:** Utilities Director / Public Works Director

**SUMMARY:**

The purpose of this position is to provide administrative support to the Utilities and Public Works Directors. This includes performing general administrative duties, as well as specialized administrative functions related to public works and utilities operations. The position plays a key role in coordinating permit implementation, service orders, and purchasing for public works and utilities.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned

* Provide administrative support for the Utilities and Public Works Directors.
* Implement and process permits related to GDOT and other utility projects.
* Assist in the coordination and tracking of service orders and work requests.
* Support the procurement process by assisting with ordering materials and departmental purchasing.
* Maintain and organize department records, files, and reports.
* Respond to and resolve routine inquiries from the public, contractors, or other departments, in person, by phone, or via email.
* Prepare, proofread, and edit correspondence, memos, forms, and reports.
* Compile and gather data for internal and external reporting purposes.
* Perform data entry, scanning, and other clerical functions as needed.
* Schedule meetings and appointments for department staff.
* May attend meetings or training sessions and prepare summaries as needed.
* Provide support for inspection of city facilities, right of ways, and city parks.

**KNOWLEDGE, SKILLS, & ABILITIES**

 Knowledge of modern office practices, procedures, and equipment.

 Proficiency in Microsoft Office software (Word, Excel, Outlook, etc.) and other relevant administrative software.

 Ability to multitask and manage multiple priorities in a fast-paced environment.

 Ability to communicate clearly and professionally with the public, both orally and in writing.

 Ability to understand and explain City policies, procedures, rules, and regulations related to Public Works and Utilities operations.

 Ability to compile, organize, and present data in report format.

 Ability to interact tactfully and effectively with the public and resolve complaints or issues.

 Ability to maintain confidentiality and exercise sound judgment.

**MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Public Works/Utilities Coordinator shall possess at least a High school diploma or GED required with two years’ experience in general office and secretarial work or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. This position requires a strong knowledge of computers.

**TRAVEL**

Public Works/Utilities Coordinator may be required to periodically travel to meetings held throughout the State of Georgia. The Public Works/Utilities Coordinator must possess a valid driver's license and must have access to reliable transportation. Public Works/Utilities Coordinator is sometimes required to attend meetings that occur during the evenings (after working hours) and/or during the early morning (prior to working hours). Occasional overnight trips may be required.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

The incumbent is required to possess the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. The incumbent is required to possess the ability to draft reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech. This requires the ability to speak with and before others with poise, voice control, and confidence using proper grammar.

**MATHEMATICAL SKILLS:**

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.Public Works/Utilities Coordinator must also be able to compute percentage and be able to interpret various graphs.

**COMMUNICATION SKILLS:**

Public Works/Utilities Coordinator must be able to communicate effectively in both oral and written form, in a professional manner, in order to give or exchange information or provide service. Contact is generally with City employees and the general public.

**REASONING ABILITY:**

Public Works/Utilities Coordinator must have the ability to apply understanding to carry out instructions furnished in written, oral, tabular, spreadsheet, or diagram form. The incumbent must have the ability to address multiple problems involving several variables in standardized situations.

**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 functions. While performing the duties of this job, the employee is regularly required to sit, use a computer, talk, and listen. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision 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 typical work environment is within an office with noise levels usually being low to moderate. The Public Works/Utilities Coordinator may occasionally be required to perform field work, such as verifying the completion of service orders or assessing issues and situations requiring resolution.

*l the employee understands that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Forsyth to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employee's Signature: Date:* --------

*Supervisor's Signature: Date:* --------