



POSITION DESCRIPTION

POSITION:	ROAD & PUBLIC WORKS ADMINISTRATIVE ASSISTANT
DEPARTMENT:	PUBLIC WORKS
CURRENT ISSUE:	JULY 2023
NEXT REVISION:	JULY 2028
AFFILIATION:	NON-UNION

POSITION SUMMARY:

Reporting directly to the Director of Roads & Public Works, the Administrative Assistant provides courteous and efficient customer service and administrative support for the Roads and Public Works Departments.

DUTIES AND RESPONSIBILITIES:

1. Handles incoming telephone calls from the public in a pleasant, courteous, efficient manner and forwarding calls to the appropriate person or taking a message. Answering general questions from the public, contractors etc. re roads & water.
2. Greets and responds to public/contractors etc. at the counter and is responsible for directing them to the appropriate person or department or assisting them with general questions or requests for information re roads & water.
3. Prepares weekly time sheets i.e. coding, extensions for submission to the Payroll Administrator
4. Prepares status reports & tracks all overtime, time-in-lieu, vacation etc.
5. Prepares all accounts receivable invoices for distribution and prepares accounts payable invoices with budget coding to be forwarded to the Director for approval for the Roads & Public Works Department.
6. Completes all journal entries for gas, machine time etc. for the Roads & Public Works Department.
7. Prints regular financial system reports for the Roads & Public Works Department.
8. Supplies administrative support for all Sub-Committees to the Roads & Public Works Committee including agenda packages, minute taking, publishing minutes, etc.
9. Typing of reports, letter, by-laws, tenders, agreements, motions, etc., photocopying material for departments as required and to provide administrative support for the Roads & Public Works Departments.
10. Creates and maintains new files for the Roads & Public Works Department, on a regular basis.
11. Prepares all outgoing mail for Roads & Public Works Departments (stamp machine, registered mail, courier, etc.).
12. Administers and coordinates the distribution of garbage stickers yearly.

13. Maintains an office supply inventory for the Roads & Public Works Departments.
14. Provides administration and project coordination for special Public Works projects i.e. Street Naming/Numbering project, Hazardous Waste Projects, Large Item Day Projects.
15. Utilizes the G.I.S. system to prepare maps, reports and presentations for the Public Works Department.
16. Maintains all Water & Sewer employees training records including ensuring they are up to date.
17. Ensures all Health and Safety training (WHMIS, First Aid) is kept up to date for Roads and Public Works employees.
18. Maintains records for the Drinking Water Quality Management System.
19. Schedules and tracks water meter repairs.
20. Performs such other duties as directed.
21. The above generally describes the duties involved with this position. However, municipal work is varied in nature and the works department staff is small, therefore, employees will be required to perform duties in addition to the above from time to time as directed by the Director of Roads & Public Works or Operations Manager.

QUALIFICATIONS:

- Ontario Secondary School Diploma or equivalent. A post-secondary diploma in Office Administration would be an asset.
- One to two years' experience preferably in a municipal setting
- Must have a sound working knowledge of computers, in particular with word-processing, spreadsheet, G.I.S. for the production of maps, graphs etc. database and presentation applications.
- Pleasant, efficient manner dealing with the public both in person and on the phone.
- Good communications skills.

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and

Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.

- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Director of Roads & Public Works.

TITLE

SIGNATURE

DATE

Director of Public Works

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

ROADS & PUBLIC WORKS ADMINISTRATIVE ASSISTANT - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position				X
Standing – remaining on one’s feet in an upright position without moving about or combined with walking		X		
Walking – moving about on foot on level or uneven surfaces		X		
Stooping/Bending – bending down and forward at the waist in a sitting or standing position		X		
Kneeling – bending legs to rest on one or both knees	X			
Crouching/Squatting – Bending down and forward by bending legs at knees	X			
Crawling – Moving about on hands and/or knees or feet.	X			
Twisting – Rotating upper torso left and right while sitting or standing		X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.	X			
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.		X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.				X
Reaching – extending hands and/or arms below, at or above shoulder height		X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping		X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.		X		
Lifting	Under 10 lb. (4.5 kg)		X	
	10 – 20 lb. (4.5 – 9.0 kg)		X	
	20 – 40 lb. (9.0 – 18.0 kg)		X	
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift	X		

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors	X	
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	X	

WORKING RELATIONSHIPS

Internal	Other departmental staff, Committees and Council
External	Government ministries and agencies, public, contractors, developers, lawyers, professional consultants.

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	X
Stakeholders/Contractors		X				As team leader and member; supporting departments and unit activities, purchase orders	X	X
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council		X				Providing information, seeking approval/direction	X	X

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses			X			Supporting referred-in workload	X	X

ENVIRONMENTAL DEMANDS:

This position may have to serve a number of people at one time and frequent interruptions may be common. The office environment may be busy, noisy often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage

various issues with Staff and public. The position requires frequent use of the computer and other office equipment.

WORKING CONDITIONS: Sample

This position is required to work regular full-time hours in an office environment. However, additional work may be required to complete special requests or projects. After hours meeting attendance or travel may also be required. Managing of several projects at the same time with tight deadlines.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent