VALLECITOS WATER DISTRICT

OPERATIONS & MAINTENANCE ASSISTANT

DEFINITION

Under general supervision, performs a wide variety of administrative and clerical support for the Operations & Maintenance (O&M) department, including computer work, typing, filing, data entry, and customer service work of a routine nature; performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent position works within a framework of established procedures and is expected to perform a wide variety of administrative and technical support for the Operations & Maintenance department, including Water Operations, Meadowlark Reclamation Facility, Mechanical/Electrical, Wastewater Collections, and Construction departments, within a framework of established procedures with only occasional instruction or assistance.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Types a variety of documents for O&M departments, such as correspondence, standard forms, charts, and reports using computer and word processing software; types from written, recorded, or printed sources and/or oral instructions; proofreads materials for correct grammar, spelling, and punctuation;
- Prepares, validates, processes, and checks a variety of documents and records for completeness and accuracy;
- Explains routine procedures and processes; distributes and explains forms such as applications or permits; obtains routine factual information to prepare client/work unit files, including reports for submission to regulatory agencies and Board of Directors;
- Provides routine assistance to O&M staff; performs O&M filing; organizes the electronic scanning and destruction of department paper documents with outside vendors in accordance with District’s records management and retention policy; operates scanner and computer for electronic document storage and retrieval;
- Coordinates the bid process with Operations and Maintenance staff; tracks, maintains, and follows District procedures with new contracts including but not limited to legal review submission, project completion deadlines, and Department of Industrial Regulations guidelines;
- Collects and distributes a variety of paperwork, materials, and supplies; picks up a variety of materials from outside vendors;
- Uses and monitors the O&M credit card for department purchases; monitors office supply stock and orders necessary items based on inventory or special request; sets up rooms for meetings by placing necessary supplies at each place and arranging for and setting up refreshments and meals; keeps meeting room stocked and clean;
- Assists Operations & Maintenance departments in the field with administrative tasks related to, but not limited to, smoke testing of the sewer system, performing site
inspections, and acting as scribe for the HazMat team and Emergency Operations Center;
- Arranges travel, including registration, hotel stay and transportation arrangements for Operations & Maintenance employees;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Contemporary office methods and procedures;
- A variety of computer software programs, including word processing and spreadsheets;
- Operation of a variety of office equipment including computers, copiers, scanners, and fax machines;
- Purpose and tasks of various operations functions for a public agency.

Ability to:
- Communicate clearly and concisely, both orally and in writing; use correct English grammar, punctuation, and spelling;
- Deal tactfully and effectively with customers and the public, often in difficult or strained circumstances;
- Type reports and keep accurate records; maintain records; alphabetize or numerically/chronologically sort materials;
- Prioritize and perform routine clerical work accurately;
- Establish and maintain effective working relationships with management, the public, staff, and others contacted in the course of the work;
- Apply rules, regulations, procedures, and policies;
- Perform arithmetic computations accurately;
- Operate a desktop computer and standard office software;;
- Observe safe work methods and safety precautions related to the work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: high school graduation and two years of experience in related clerical work involving the use of a variety of computer software programs.

Licenses, Certificates, and Special Requirements

- None required; however, position-related certificates and licenses will be noted.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. 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 frequently required to sit; talk or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet. Employee will occasionally be outdoors on job sites, exposed to heavy machinery, hazardous materials, and loud noise.

I have reviewed this Job Description with my Supervisor and agree with its contents.

____________________________________________________________________
Employee Signature                                                                                Date

____________________________________________________________________
Supervisor Signature                                                                                Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.