Job Description

Job Title:	Engineering Assistant	Classification:	Classified
Department:	Public Works	Grade:	140
Occupational Group:	Administrative Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs routine and specialized administrative support tasks for the Engineering operations within the Department.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Prepares preliminary and final utility cut information for measuring, payment, and billing of utility companies.
2. Prepares and tracks consultant and contractor payments made by the City.
3. Processes bid tabulations for distribution; prepares bid documents for distribution; takes minutes at bid openings, pre-bid and pre-construction meetings.
4. Prepares contracts and awards of contract documents; prepares and processes change orders for construction projects.
5. Addresses property.
6. Collects and processes payroll timesheets; distributes payroll checks.
7. Prepares and processes purchase orders, invoices, and payments.
8. Tracks construction projects from selection of consultant or construction firm to completion of project, and other public works engineering functions.
9. Maintains map files, plat sheets, documents, and drawings showing locations of sewers, streets, and other utility lines and services.
10. Prepares information packets for City Council meetings, pre-bid conferences, pre-construction meetings, and other public works presentations.
11. Prepares contracts, correspondence, project files, and sewer agreements.
12. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Provides sewer location information for the public.
- Answers phones; provides answers to routine questions and refers technical questions to the appropriate staff. Orders office and printer supplies.
- Manages travel arrangements and processes travel expenses for meetings and staff, as needed.
- Enters and tracks Council bills in the City's database.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Procedures for issuing excavation, sewer, and other utility cut permits; basic sub-professional engineering principles and practices; general office management principles and practices; basic record keeping procedures; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with contractors, consultants, City staff, and the public; operating standard office equipment/machines including computers, FAX machines, copiers, calculators, and telephones; operating a keyboard to type correspondence and/or enter information into various computerized databases; preparing variety of records, reports, and correspondence using appropriate format; maintaining filing/records systems; researching variety of public works engineering oriented information; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Four years full-time administrative support work required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Missouri Notary commission must be obtained within one year of appointment.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	