

CITY OF HELENA



Position Title: Pretreatment/Administrative Coordinator

Department: PW-Wastewater Plant

Position #: 13613

Grade: 138

EEO Category: (06) Administrative Support

FLSA: Non-Exempt

EEO Function: (13) Sanitation/Sewage

Work Comp Code: 9410

DEFINITION

Under general direction, to plan, and perform a variety of financial, accounting and highly responsible, confidential, and complex administrative duties in support of the Wastewater/Water Superintendent, Wastewater Supervisor, Water Production Supervisor and the Pretreatment Program. Plan, organize, and coordinate support activities, operations, and functions related to these funds, and to provide information, direction, and assistance to staff, other departments, outside agencies, and the general public.

SUPERVISION RECEIVED

Supervised by the Water/Wastewater Superintendent and or Water/Wastewater Supervisors in his absence.

Act as a team member for the pretreatment program and follow guidelines of the pretreatment organizational chart.

SUPERVISION EXERCISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in the responsibilities of the EPA Industrial Pretreatment Program as assigned with other staff members. Responsible for the preparation of all chemical bids including RFP's, advertising for RFP's, Commission acceptance of bids for the Water Treatment Plants, (MRTP and TMTP) and the Wastewater Treatment Facility.

Responsible for the preparation of all RFP's, legal advertising and contracts for electrical maintenance for all three treatment plants and the composting and or sludge disposal contracts for the Bio-solids program at the Wastewater Plant.

Responsible for the collection and compiling of data to develop and prepare assigned budgets including analysis and determination of annual budget needs and assist the superintendent in the administration of the assigned budget. Attend budget meetings with analyst and dept. head and acts as liaison with division staff. Review invoices, prepare and process claims with correct coding, monitor expenditures. Review revenue and project reports and prepare projections and make recommendations and keeps Superintendent informed. Make administrative and formal budget amendments, midyear adjustments and adjusting journal entries as necessary to stay within the limitations set upon the divisions by the City Commission.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; perform varied and responsible secretarial, administrative, and duties to assist in the processing and completion of administrative operations for assigned staff; plan, make recommendations, on organizational or procedural changes to improve work flow.

Independently attend to and process administrative details not requiring the immediate attention of assigned staff.

Important & Essential Duties cont.:

Oversee all office operations and functions. Serve as a primary resource and information source regarding City policies, procedures, objectives, and operational functions for the supported Divisions; screens office visitors and telephone calls; interpret regulations, policies, and procedures; answer questions and provide information where judgment, knowledge, and interpretations are utilized, especially in the proper handling of confidential information or files; independently resolve complaints and make decisions; refer caller to appropriate source as necessary.

Receive, compile, and organize information for the preparation of correspondence, documents, and reports. Prepare a variety of correspondence, documents, and reports mainly for regulating agencies such as the E.P.A., DEQ and the Water Quality Bureau; compose confidential correspondence, documents, and reports; maintain confidentiality of information.

Prepare information needed in administrative decisions and in facilitating the implementation of City policies and programs; research, collect, compile, tabulate, analyze, and summarize data and information pertaining to specified activities, operations, or functions as assigned; prepare a variety of fiscal, statistical, and administrative summaries and reports.

Communicate directives, orders, decisions, and memoranda independently and from the Water/Wastewater Superintendent to staff, outside agencies and the general public.

Coordinate and monitor special projects, assignments, and activities as assigned; maintain control files on matters in progress and expedite their completion.

Assist the Superintendent in collection and transmittal of data to other City departments, City Commission, regulatory agencies and the public.

Act as support personnel for the (PWCC) Public Works Control Center when activated.

Maintain training schedule, conferences, travel arrangements for Certified Water Treatment Operators, Certified Wastewater Operators, Water Operator-In-Training and employees not requiring CEC's but requiring technical training.

Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders and procure equipment and services.

Establish and maintain complete records and history files including financial, budget, personnel, training, operational, and administrative records.

Schedule and participate in meetings as requested by the Superintendent; keep an agenda and minutes of the weekly operation meetings.

Attend workshops, conferences, and classes to increase professional knowledge.

Operate modern office machines and equipment including computer (personal and AS400) , printers, copiers, calculators, fax machines, and typewriters; routinely use a full range of word processing, spreadsheet, databases, and forms software applications.

Maintain and account for petty cash fund.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Local government and its operating departments, municipal administration and enterprise funds.

Extensive knowledge of budget preparation. Principles and practices of fiscal, statistical, and administrative data collection and report preparation including graphs and charts.

Office management practices, procedures and equipment including Modern office practices, methods, and equipment including computer equipment and applicable software programs.

Pretreatment, Wastewater Treatment and Water Treatment issues and compliance requirements.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing.

Principles and procedures of accounting and record keeping.

Principles and techniques used in dealing with the public.

Word processing techniques, and programs including spreadsheet and data base applications.

Intermediate mathematical skills to work formulas

Skill to:

Skills needed to build and maintain computer programs in spreadsheets and data based software.

Type and enter data at a speed necessary for successful job performance.

Ability to:

Learn the procedures and functions of assigned position.

Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Respond to inquiries and requests for information from the public and City personnel regarding policies and procedures.

Work cooperatively with other departments, City officials, outside agencies and the public.

Work under pressure, produce accurate work, be flexible and meet deadlines.

Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Better than average organizational skills. Must be highly multi-task oriented.

Maintain confidential data and information.

Independently prepare correspondence, memoranda, and minutes of meetings.

Plan and organize work to meet schedules and deadlines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Ability to cont.:

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands and/or Work Environment

Ability to work in a standard office environment, outdoors, and Water and Wastewater Treatment facilities. Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 50 lbs. Ability to travel to different locations and worksites. Ability to distinguish color; wear protective apparel to protect against elements. Exposure includes cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, confined spaces, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible administrative, accounting and computer experience in a governmental office including office management experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and course work in management, business administration, accounting, office management, or a related field.

EPA Industrial Pretreatment Program sampling, inspections, and compliance requirements acquired through on-the-job training.

License or Certificate:

Must possess a valid drivers' license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Ability to obtain a Class 1c Wastewater Treatment Certification within twelve months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____ **Date:** _____

Effective Date: January, 2005

Updated: November 2011