

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Engineering Staff Assistant

DEPARTMENT: Engineering	ACCOUNTABLE TO: Director of Engineering & Planning	FLSA STATUS: Non-Exempt
SALARY RANGE:	18	
<p>CLASS SUMMARY: Under the general direction of the Director, incumbent is responsible for directing the flow of administrative paperwork through the Engineering department. Duties include: assigning, checking, correcting, evaluating, and monitoring work of a subordinate; representing Padre Dam at formal bid openings; preparing, processing, and maintaining construction contracts and consultant agreements; reviewing bonds and certificates; administering the document management system; maintaining required records; preparing purchase orders; collecting data to prepare reports; preparing agenda and minutes related to certain Board Committee and Engineering meetings; tracking sewer capacity; and performing related work as required.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Engineering Staff Assistant is a stand-alone classification which is distinguished from other administrative support classes by its focus on providing specialized administrative support and contract management for the professional engineering staff.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Prepares and administers Padre Dam contracts which include: CIP construction contracts, consultant agreements, reviewing and maintaining bonds and insurance certificates for projects, reviewing and preparing payment requests, amending orders and contracts, and providing data to auditors. Answers questions and resolves issues concerning Padre Dam's policy for contracts, bonding and insurance requirements.
2.	Prepares a variety of correspondence and documents such as letters, agendas, minutes, reports related to engineering documents and certain Board Committee meetings.
3.	Maintains Padre Dam contract files and other documents relative to CIP and development projects which include the active and archived records and project files.
4.	Prepares and processes documents and applications such as purchase orders, invoices, warrant requests and time sheets.
5.	Collects data to prepare reports and spreadsheets to include preparing documents by using specialized software and hardware.
6.	Assigns, checks, corrects, evaluates, and monitors work of a subordinate to include determining workloads, deadlines, and methods.
7.	Performs other duties of a similar nature or level.

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Knowledge (position requirements at entry):

- Padre Dam policies, procedures, rules, and regulations;
- Filing systems;
- Basic engineering and wastewater terminology,
- Computer systems;
- Business mathematics;
- Federal and state laws.
- California Construction Law;
- Contracts and agreements.

Skills (position requirements at entry):

- Excellent writing skills;
- Maintaining file systems, including filing memos, letters, records, and other documents;
- Performing highly detailed work on multiple concurrent tasks with many interruptions;
- Inventorying and ordering supplies;
- Using office equipment such as phones, dictating equipment, copiers, scanners and fax machines;
- Work under intensive and constantly changing deadlines and interact with those encountered in the course of work;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree and four years of increasingly responsible experience in a related area; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, reaching, sitting, mobility, fingering, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Date: 4/98; 1/02; 1/05