



AUGUST 2019
FLSA: NON-EXEMPT

PROJECTS ASSISTANT

DEFINITION

Under general supervision, provides a wide variety of highly sensitive and complex project management, administrative and secretarial assistance to the Engineering, Operations, and Maintenance departments; compiles information and prepares highly complex correspondence and specialized fiscal, administrative and operational reports for assigned areas; coordinates assigned activities with those of other District departments; maintains a variety of reports, records and files; expected to exercise independent initiative and judgement in matters related to work procedures and methods while independently performing a full range of duties with only occasional instruction or assistance; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Engineering, Operations, and Maintenance or assigned supervisory or management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level projects and administrative support classification responsible for performing the full range of specialized and confidential project management, administrative, secretarial, and clerical work for the Engineering, Operations, and Maintenance departments. Incumbents perform a variety of routine to complex duties, including providing general information to the public, developing and coordinating contractor paperwork, and maintaining records and files. The work requires application and interpretation of policies, procedures, and regulations and involves frequent contact with the Director of Engineering, Operations, and Maintenance, contractors, and the general public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right 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.

- Performs a variety of administrative and office support work including preparing and word processing correspondence, forms, and reports from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, correct formatting, and correct English usage, including grammar, punctuation, and spelling.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; maintains filing systems for correspondence, project files, drawings, photos, digital files, and contract documents; purges files as required; maintains department databases.
- Collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data and identify alternatives.
- Researches property and easement information; ensures compliance with department policies, the Department of Industrial Relations (DIR), and regulations and permitting within the State of California.

- Provides complex and confidential administrative, secretarial, and clerical support for the Director of Engineering, Operations, and Maintenance, Maintenance Superintendent, and Water Systems Supervisor.
- Provides information and assistance to the general public and customers that contact the District for construction-related information.
- Tracks and analyzes power usage at District plants and wells; maintains and processes schedules of construction activities and contractor invoices.
- Tracks and maintains current insurance certificates for project contractors.
- Prepares presentations and spreadsheet reports for Board meetings as needed.
- Preparation of compliance reports that include but are not limited to: State Water Resources Control Board –Division of Drinking Water (DDW) – monthly, quarterly, and annual reports, Recycled Water Monthly Use Report, Well 33 IX Brine Discharge Report, Chino Basin Water Master Quarterly Production Report, IEUA Quarterly Self-Monitoring Report (SMR), Form 9B Meter Reads Report, Monthly Water Supply Plan, SWRCB Urban Water Supplier Monthly Report, and Residential GPCD.
- Coordinates document management of records, reports, and regulatory correspondences.
- Maintains water quality monitoring schedules and tracks samples and laboratory report.
- Performs tasks to implement, maintain and comply with all water quality and environmental regulations and programs within the district.
- Assists with department budget preparation.
- Assists with researches and development of the District’s Hazard Mitigation Plan (HMP)
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern project management, administrative, and office support practices and procedures, including the use of standard office equipment.
- Principles, practices, and procedures related to public agency compliance reporting and record keeping, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies; District organization and operating practices related to water quality, compliance reporting, and other areas of responsibility.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to work.
- Principles and practices of research and report preparation; construction bid documents and technical specifications.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform responsible project management, administrative, and office support work with accuracy.
- Provide varied, confidential, and responsible office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Coordinate water quality sampling schedules to maintain water quality compliance
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports.
- Organize, maintain, and compile compliance reports.
- Organize, maintain, and update office records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- File materials alphabetically, chronologically, and numerically.
- Make accurate arithmetic computations.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade supplemented by applicable college-level coursework and/or technical training in office administrative support and three (3) years of responsible project management and office administrative experience, including some experience preparing documents for capital improvement construction.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. 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 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.