

Town of Wasaga Beach
JOB DESCRIPTION



Department: Public Works	Division:
Effective Date: January 1, 2007	Revision Date: March 8, 2018
Approved By:	Wage Range: \$24.62 - \$28.81 (under review)
Hours of Work: 40 Hours	Value Group: Value Group 4 (under review)

JOB TITLE:

Public Works Administrative Assistant - Accounts

REPORTS TO:

Public Works Director

SUBORDINATE POSITIONS:

None

JOB PURPOSE:

Under the direct supervision of the Public Works Director, the Public Works Administrative Assistant is responsible for administering the invoices to ensure appropriate coding and processing of all accounts associated with the Public Works Department

Provide exceptional customer service and information to the general public regarding the services provided by the Public Works Department.

TASKS:

% of Time

- 1. Account Management for the Public Works, Engineering, Parks, Beachfront and Fleet** **50%**
 - Verify products received and pricing of all invoices.
 - Managing and recording purchase orders (PO's) in a database
 - Process invoices by assigning account numbers and distributes invoices for approval, entering into PO database, then scan and digitally file invoices into the Records Management System.
 - Liaise with vendors, accounts receivables, accounts payables, and accountants.
 - Responsible for department's petty cash, preparation of report and balance.

- Order janitorial supplies for the Public Works Cleaning staff.
- Assist with the ordering of roads maintenance material, when requested by management staff.
- Renewal of all Professional Memberships for the Public Works management staff and the Engineering staff.
- Inventory management for office supplies for Public Works and Engineering staff.

2. Accounts Receivables/Private Billings 15%

- Prepare Memos and spreadsheets for Private Billings relating to Public Works Water/Sewer and Parks staff; labour and material utilized for charge backs.
- Prepare billings for Insurance claims, Wasaga Distribution charge backs and Contractor and private contractors/builders service calls including equipment rental and hydrant usage and maintenance.
- Prepare billing for Hydrant meters, including labour fees and useage of Town owned equipment.
- Document MNRF charge backs for barge rentals and time spent placing buoys, as well as, spring and summer weekend garbage collection.
- Receive and confirm monies for scrap metal collected roadside, garbage bag tags, code to revenue account and send to Treasury for deposit.
- Document all charges that are based on the Town of Wasaga Beach Consolidated Fees and Service charges.

3. Customer Service 10%

- Answer the telephone, office walk-ins and emails directing requests/inquiries to the appropriate personnel or departments (ie. Operations Manager, Roads and Parks Foremen, Engineering, Bylaw, etc.). Keeping record of calls in log/database.
- Provide Policies and Procedures and any other information related to the Public Works, Engineering and Parks Departments.
- Create work orders with reference to traffic lights, street lighting, signage, noxious weeds, road maintenance and winter maintenance operations, and distribute same.
- Front counter duties include responding to general inquiries, Road Occupation permits, as well as answering or directing inquiries to appropriate personnel for further assistance.
- Liaise with the County of Simcoe for all waste management inquiries.

4. Administrative Responsibilities 10%

- Prepare, maintain and update reports. Compose and type own correspondence and memos, as required; i.e. departmental, WSIB, and other related correspondence as assigned by management staff.
- Renew Annual Licensing for: Radio Licensing, CVOR, Mechanics Licensing, Vehicle Inspection Station, Hazardous Waste Information Network, Management's professional licensing and certifications, WN Virus Licensing and year end ledger preparation for reimbursement of operating costs.
- Update Policies and Procedures Manual.
- Arrange for Hazardous Waste pickup.
 - Liaise with Carriers, mail manifests to the MOE and maintain files.
- Maintain Electrical Safety Association on-line log book entries for Public Works, Parks and Beachfront Management Departments.
- Prepare and distribute Landfill Amnesty Voucher's to staff.

- Arrange for Courier's.
- Manage the tracking, including issuance and return of office keys.
- Other duties as assigned.
- Backup to Water and Sewer Administration
 - Distribution of water meters.
 - Prepare work orders for water turn Offs/Ons and other related water/sewer complaints, and distribute same.
 - Provide Water and Sewer Record Sheets to residents and contractors.
 - Request Locates/Emergency Locates and trench numbers, from the Ministry of Labour, when required by water/sewer staff.
 - All other water/sewer related duties, as assigned or requested.
- Backup to Administration/Payroll
 - Accept and pre-approve vacation requests, update attendance records, and other payroll functions.
 - Receive requests for and prepare Oversize Equipment Permits and Road Occupation Permits.
 - Operation of base radio.

5. Town Owned Vehicles

10%

- Arrange for licensing renewals of all Town owned vehicles and update documentation for each Town owned vehicle, as required by the Highway Traffic Act.
- Maintain and update Fleet Vehicle & Equipment Master List
- Liaise with the Ontario Provincial Police, Insurance Brokers and Adjusters.
- Document and report all accidents to Town owned property and accidents involving Town owned vehicles.
- Vehicle Work Orders: Prepare month end ledger transferring stock items used for vehicle maintenance to actual vehicle accounts, to determine total maintenance cost per vehicle.
 - Liaison with the Public Works Mechanics.
- Vehicle Repair Report: monthly reports allocating stock/parts to departments.
- Vehicle Expense Reporting, including invoice costs charged to specific vehicles; quarterly reporting.

6. Check daily time cards for verification of account numbers; WSIB and Great West Life Claims Management

5%

- Verify hours worked and assign account numbers, according to job assignments, for all public works union staff. Complete 2 week (time) tally sheets daily, i.e. Document number of hours worked per pay period and keep record of banked overtime hours, as per union contract. Prepare cost estimates for private billings, from information obtained from time cards.
- Claims management for WSIB, First Aid and Great West Life correspondence, copy and distribute same.
- Liaise with claims adjudicators, employees, Human Resources and the Health and Safety Committee.
- Arrange for all WSIB Clearance Certificate's and update same every 60 days.
- Provide Daily Assignment emails, indicating overnight call outs, employee absences and weather information to the Public Works Director and to the Operations

Manager. Information is scanned and filed into the RMS.

QUALIFICATIONS / EDUCATION:

- Completion of a post-secondary education in a business related diploma/degree; or significant related experience;
- Excellent interpersonal skills and customer service abilities;
- Proven analytical and problem solving skills;
- Good attention to detail and strong organizational skills;
- Strong computer skills in Microsoft Office (Excel and Word);
- Excellent written communication skills to prepare e-mails/correspondence/minutes;
- Ability to work with and contribute positively to a service oriented team;
- Ability to provide an appropriate criminal records check upon hire;
- Reliable vehicle and valid Ontario drivers' license.

PROFESSIONAL DESIGNATION:

None

EXPERIENCE:

1 year previous related job experience, 1 year on the job, 2 years total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Employee (please print name & sign)

Date

HR/Manager (please print name & sign)

Date

Department Head (please print name & sign)

Date