

City of Roswell, Georgia

JOB DESCRIPTION

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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Public Works Coordinator

Department: Environmental/Public Works

Pay Grade: 510

FLSA Status: Non-Exempt

Job Code: E747

JOB SUMMARY

The purpose of this classification is to provide support to the Solid Waste and Fleet Maintenance Divisions within the Environmental/Public Works Department. Support will include planning, coordinating, evaluating, implementing the Department's operational budgets. The Public Works Coordinator will also work across the Department to enhance customer support.

ESSENTIAL JOB FUNCTIONS

- Assists the Solid Waste Division Manager and Fleet Maintenance Division Manager in planning, coordinating, evaluating, implementing, and managing the Department's operating budget.
- Develop, update and maintain Standard Operating Procedures for the Solid Waste and Fleet Maintenance Divisions.
- Processes, collates and modifies the Curbside Exemption applications for the Solid Waste Division. Communicate with residents, Solid Waste and third-party vendor staff when updating the Curbside Exempt spreadsheet. Semiannually sends renewals to all applicable Curbside Exempt residents.
- Submits requisitions for Annual Purchase Orders for the larger third-party vendors for the Solid Waste Division.
- Pays bills by creating request for check and receiving on Purchase Orders.
- Orders all supplies for the Solid Waste Division.
- Provides outstanding customer service to operating departments via expert assistance and support for fleet service functions.

- Able to work independently and as part of a multi-function/cross-department team to support safe, efficient fleet operations and effective vehicle life cycle management.
- Facilitates new vehicle up-fit and delivery. Supports operating departments by serving as subject matter expert and primary action person for new vehicle in processing and old vehicle out processing through approved surplus methods.
- Serves as primary database administrator for computerized maintenance management software and fuel access systems.
- Identifies opportunities for operational and process improvement by monitoring key performance indicators. Collects and compiles information in tabular and graphic formats to support decision making process.
- Ensures fuel and related products are available 24/7 for life and public safety operations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School Diploma or GED; three (3) years of experience in clerical, bookkeeping, or accounting; fleet/vehicle related experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be attentive to detail, strong computer skills, and have excellent customer orientation.

Licenses or Certifications:

- Must possess and maintain a valid Georgia Driver's License with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of maintenance and repair record keeping.
- Knowledge of automated Fleet & Fuel Management Systems and related databases.
- Ability to direct the development and implementation of City wide goals and objectives related to solid waste operations and fleet maintenance.
- Ability to analyze data prepared reports with recommendations on a wide variety of solid waste operations and fleet vehicles and equipment.
- Ability to effectively communicate orally and in writing.
- Ability to provide prompt, efficient and responsive service.
- Ability to establish filing systems; prepare folders, records and files for documents and paperwork; implement records management and retention practices; photocopy documents and distribute and/or file; and request information from other departments as necessary to complete records/files.
- Ability to operate a personal computer, telephones, copiers, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, databases.
- Ability to maintain department/program references such as purchasing manuals, vendor lists, training manuals, standard operating procedures, and mailing lists.

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness, and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.