



Pittsburgh
Water & Sewer
Authority

JOB ANNOUNCEMENT

POSITION: Administrative Assistant, Field Operations

DIVISION: Field Operations

SALARY: \$41,414.86-\$47,220.37

FLSA: Non- Exempt

POSTED: October 8, 2019

APPLICATION DEADLINE: 4:00 pm October 18, 2019

SUMMARY:

Provide administrative support and office management to the Field Operations department by preparing statistical reports, handling information requests, tracking and process invoices. The Assistant also performs essential functions such as preparing (writing/editing) correspondence, receiving visitors, arranging conference calls and scheduling meetings.

DUTIES:

- Assist and provide support for all field operations staff.
- Provide monthly reports and performance metrics
- Work with 311 to manage all complaints
- Provide reception relief as scheduled
- Track and process vendor invoices by creating P.O.'s for Mission yard
- Receive visitors/vendors, mail, and telephone calls related to Field Operations and maintain logs
- File and retrieve documents, records and reports; scan, copy or fax documents that are sent to all field operations locations
- Create, update, transfer and close notifications
- Maintain good working relationships with public officials, staff, contractors and customers; and follow up with updates or progress
- Update the Field Operations yearly vacation calendar, as well as process vacations for all Blue-Collar employees at Mission yard and Brilliant
- Process yearly bids for Field Operations
- Maintain Foreman's reports and other Field Operations files including personnel, materials and invoices
- Process field operations vehicle and personal accident reports
- Track materials taken from all field locations by Contractor's forms
- Maintain spreadsheets for service line, main leaks/ lead lines/ plates; and data bases for lead line cost & CSO/MS4 reporting
- Coordinate with Lead team & Foremen for spreadsheet or Cogsdale, SpryMobile or any ERP
- Submit daily street opening permits to the city for every hole Field Operations opens
- Order general office supplies and complete the PO process
- Work closely with the Legal Department to gather claim information
- Maintain driver's logs for blue collar employees
- Send out daily and evening weekend shift schedules for Field Operations
- Post sign ups, training, job postings, and other information on bulletin boards
- Attend staff meetings and take minutes
- Communicate with UniFirst in ordering new uniforms and addressing issues
- Place orders for any materials needed for field operations
- Work closely with Engineering Project Managers to lookup, print, and resolve backlog from 2014 notifications for restoration
- Track and process work orders for catch basin cleaning contractors, internal departments and contractors
- Other duties as assigned

COMPETENCIES:

- Time Management
- Organization Skills
- Communication Proficiency
- Strong technical and analytical skills
- Strong Computer Skills
- Flexibility/Stress Management
- Personal Effectiveness/Credibility/Reliability
- General Office Management



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GENERAL REQUIREMENTS:

Applicant must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

To be considered eligible for this position, the applicant must clearly show three years of progressive assistant experience, Bachelor's degree in Business Administration or related field preferred; a minimum of five years of related experience (in public/government office preferred); or equivalent combination of education and experience. Ability to work well with all levels of internal management and staff, board members and public officials, as well as outside customers (of all levels) and vendors. Sensitivity to confidential matters is required.

PHYSICAL DEMANDS:

The physical demands are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATIONS:

Available in the Human Resources Department, 1200 Penn Avenue or online at www.pgh2o.com. Please send the application, resume and cover letter to hr@pgh2o.com.

You may be considered for other available positions based on qualifications provided on your employment application.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.