



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCE DIRECTOR

(978) 640-4488
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JOB POSTING

POSITION AVAILABLE: Administrative Assistant - Permit Technician (DPW)

QUALIFICATIONS: Candidate for this position should have an Associates' Degree in secretarial or business management or related field; five (5) years experience in general office procedures, or an equivalent combination of education and experience. Certified as a Permit Technician through BOCA National Certification Program or ability to be certified within 12 months of appointment.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week

SALARY RANGE: \$42,850 – 53,518

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: June 1, 2015
To: June 8, 2015

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office at the temporary Town located at 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

Position Purpose:

Performs administrative and clerical functions for the Department of Public Works. Duties are varied and require knowledge of department operations, office and information management systems and Town procedures and policies. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides front line customer service.
- Assists in the preparation of bid specifications from scope of work documents relative to Department projects and engineering services; prepare department contracts for approval and signature by Town Counsel and Town Manager.
- Reviews permit applications to insure completeness.
- Assists in training new employees.
- Performs various bookkeeping functions.
- Maintains records and programs under the direction of the Department of Public Works.
- Receives, processes, collects and issues permits to include sewer, water, stormwater, trench, street opening permits and other permits as may be required; prepares utility agreements for private developments; coordinates with other town departments as needed; enters information into the database; assists in the scheduling of necessary inspections.
- Assists with payroll, tracking employees' grades, steps, raises, longevity changes, P-2's, P-5's and monthly reports.
- Assists with budgets for the upcoming year; assists with preparing needs assessment; maintains and processes Chapter 90 project requests and payment reimbursements.
- Assists with the Town Report for the Department of Public Works; tracks division activities.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Associate's Degree in secretarial or business management or related field; five years experience in general office procedures; or any equivalent combination of education and experience. Certified as a Permit Technician through the BOCA National Certification Program or ability to be certified within 12 months of appointment.

Knowledge, Ability and Skill:

Knowledge: Solid knowledge of the principles and practices of office management; and knowledge of municipal operations. Working knowledge of relevant local by-laws, laws and regulations, including working knowledge of land use permitting procedures and laws.

Ability: Ability to deal with the public tactfully and effectively. Ability to communicate effectively. Ability to operate standard office equipment. Ability to change direction and refocus between tasks.

Skill: Excellent organizational skills. Excellent written and verbal communication skills. Moderate skill in the use of Microsoft Office, Outlook, Munis, and Access. Excellent customer service skills.

Physical Requirements:

(The physical demands described here are representative of 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.)

Regularly required to walk, stand, sit, talk, and hear; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 30 pounds, usually less. Must be able to communicate.

Supervision:

Supervision Scope: Performs highly responsible functions of moderate complexity within the guidelines of established procedures. Questions are referred to the Supervisor.

Supervision Received: Work is performed under the direction of the Department of Public Works.

Supervision Given: None given.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours to meet project deadlines.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, vendors, contractors, real estate agents, appraisers and Town departments. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to some department-related confidential information, including financial, legal and personnel records.
- Errors could result in delays or loss of service and have legal and/or financial repercussions for the town.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)