



Administrative Coordinator

Systems Pumping and Maintenance

Starting Pay Range: \$18.56hr - \$20.88hr

JOB SUMMARY

This position coordinates administrative operations for the division.

MAJOR DUTIES

- Maintains and oversees customer complaint database and CMMS.
- Maintains division time and production logs.
- Tracks warehouse inventory.
- Tracks requisitions and purchase orders.
- Maintains division files and records.
- Assists with inspecting sewer overflows; coordinates cleaning.
- Codes all invoices for payment.
- Tracks budget expenditures.
- Schedules building maintenance.
- Dispatches sewer calls.
- Answers telephone and greets visitors; provides information and assistance.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of agency and departmental policies and procedures.
- Knowledge of agency purchasing policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a scanner, fax machine, and copier.
- Skill in oral and written communication.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office. Work may require the use of protective devices such as masks, goggles, gloves, etc.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having had a similar position for one to two years.