



TOWN OF KITTERY
Human Resources
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1332 Fax: 207-439-6806

– OPPORTUNITY –
Administrative Assistant – Department of Public Works

The Town of Kittery has an opening for a full-time Administrative Assistant for the Department of Public Works. This non-union position works Monday through Friday from 7:00am to 3:30pm. The pay rate for this non-exempt position is \$22.00 to \$23.00 per hour based on experience. This position is eligible for medical, dental, life insurance, short-term disability and retirement benefits.

The purpose of this position is to provide administrative support, manage tasks and coordinate all office functions for the Commissioner of the Public Works Department and for the divisions. This position reports to the Commissioner.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides administrative office and managerial support services to the commissioner of public works, public works foreman and the public works divisions;
- Assigns line-item account numbers to accounts payable; investigates and resolves vendor problems, interacts with the bookkeeper for budget balances and information; utilizes email daily for correspondence and vendor invoices;
- Compiles monthly gas and diesel records and bills town departments; updates data for changes in fuel costs; use of individual keys and vehicle assignments; provides status reports on usage and supply of gas and diesel fuel; orders gas and diesel; and monitors the Petrovend leak detection system; must maintain department fuel certification;
 - Fuel: Maintains weekly facility walk-through inspection checklist data for department maintains monthly gasoline throughput logs for departments;
 - Fuel: Utilize Phoenix Software System for fuel data and reporting;
 - Runs fuel printer in highway garage weekly and maintains file of diesel and unleaded transactions;
- Maintains data files and records in regard to vehicles, equipment, and personnel; correspondence, letters, reports, proposals, contracts; and applies for licenses and permits;
- Reviews and receives various reports, documents, and forms, including billing invoices, statements, tonnage slips, weekly reports, receipts and shipment documents; budgets, fuel bills, and license forms;
- Prepares and files confidential materials; maintains personnel files for DPW;
- Constructs and maintains detailed spreadsheets for solid waste quantities, incomes and expenses;
- Maintains detailed income and use report for Fort Foster;
- Participates in the preparation of payroll and maintains individual employee records; makes weekly time cards for each DPW employee;
- Researches and provides specifications, quantity and pricing information to assist in the four divisions of public works budget preparation;
- Directs and coordinates the compliance of public works employees with the federal drug and alcohol program for commercial driver's licenses;

- Assist the commissioner and foreman in preparing annual report. Compiles data and processes final documents;
- Maintains database of employee longevity records; calculates and tracks employee pay rates and raises. Complete required payroll personnel change forms for submission to the Human Resources Department throughout the year;
- Assists the mechanic with requirements and supplies of the Maine DOT inspection station for commercial vehicles;
- Maintains and updates material safety data sheets (MSDS) via log books and MSDS On-line system;
- Issue employee keys and maintain key number log through Aurora Scan Key system software;
- Keeps moratorium list on road cuts and detailed history of all roadwork, paving, etc. Notifies abutters of road paving, repairs, drainage work;
- Maintains and updates Maine State labor law posters in highway garage and solid waste facility;
- Maintains and updates employee safety directives;
- FEMA-Declared Disasters. Compiles information, completes applications and forms and tracks completion. Attends FEMA disaster meetings and communicates with respective governing bodies for protocol. Consults with commissioner and foreman on reporting specifics;
- Responsible for petty cash drawer;
- Orders decals, pass applications, and cards; supplies gate attendants with passes, money bags, and forms. Coordinates Fort Foster gatekeeper schedules and fills in for gatekeeper if necessary. Provides notice of pavilion reservations; maintains records and reconciles daily visitor use information and receipts;
- Orders annual stickers for Kittery Resource Recycling Facility (KRRF);
- Creates and maintains data for KRRF user fees and recycling; prepares and submits KRRF annual report;
- Prepares and submits KRRF annual landfill report;
- Utilizes and oversees the maintenance of various office machines and equipment in the delivery of service, such as computer, telephone, Petrovend System, Icon System, calculator, copier, and two-way radio;
- Mails; makes copies; records phone messages; purchases and maintains office supplies; runs department errands;
- Performs other related duties as required.

Essential Knowledge, Experience, Skills and Abilities

- High school diploma or GED required, with a minimum of two year's-experience in computer applications, customer service, office services, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Associate degree in a business-oriented field preferred;
- Must possess a valid driver's license;
- Must have typing skills and computer program knowledge and experience including Windows and Microsoft Office (Word, Excel, Power Point, and Find File);
- Ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information;
- Ability to interact with people (i.e., staff general public and elected officials) beyond giving and /or receiving instructions;
- Ability to utilize mathematical formulas and determine percentages, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Ability to produce reports that are accurate and complete;
- Ability to manage responsibilities, meet deadlines and multi-task efficiently.

Physical Requirements

The physical abilities 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.

- Must be physically able to operate a variety of machines and equipment, including, but not limited to: computer, keyboard, printer, calculator, telephone, copy/scanner/facsimile machines, postage machine and shredder, Petrovend system, Icon system and two-way radio;
- Must be able to move or carry job-related objects and materials up to 50 pounds;
- Must be physically capable of reaching to obtain and move various books, printouts, file boxes, computer paper, etc.;
- Must be physically capable of traversing from the DPW office to Town Hall office any number of times daily;
- Work is normally performed in an office environment; must be able to sit for long periods of time.

Please complete the application located on our website at www.kitteryme.gov under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery
Attn: Human Resources
200 Rogers Road, Kittery, ME 03904
jobs@kitteryme.org

Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.