

# City of McCleary

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## JOB DESCRIPTION

**Job Title:** Public Works Planning Assistant

**Department:** Public Works

**Reports to:** Director of Public Works

**Effective Date:** August 4, 2022

The City of McCleary believes that each employee makes a significant contribution to our success. This is a full-time, FLSA non-exempt, overtime eligible position. The Public Works Planning Assistant is expected to be present between the hours of 8:00 AM to 4:30 PM Monday through Friday. The employee may be required to work beyond these parameters and may attend meetings during other than normal work hours.

### Major Function and Purpose

This is an entry-level position. The Public Works Planning Assistant performs administrative support work for all public works operations, functions and programs.

### Supervision

This is a non-supervisory, non-management position.

### Essential Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor or manager. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize work periods, or to otherwise balance the workload.

- Reviews planning / zoning / building applications for completeness and informs applicants of information that is missing;
- Provides information to applicants about all planning / zoning / building processes;
- Organizes official legal documents and maintains official files;
- Assists with public meetings, and attends other meetings with developers, contractors and governmental agencies;
- Fulfills the role of secretary for the Planning Commission;
- Maintains and updates all forms; distributes and tracks plans and applications for intracity reviews;
- Provides assistance to public contractors, etc. regarding planning, zoning and other related areas;
- Assists other employees in preparing and presenting department staff reports. In matters before the Hearing Examiner, Planning Commission, and / or City Council;
- Coordinates project review with in-house departments and outside agencies ensuring that plans and applications receive appropriate approvals;
- Researches, compiles and analyzes information for drafting and reviewing City ordinances and resolutions;
- Acts as the City's liaison for the City's Conservation Program; maintains and updates all forms,

distributes and tracks plans and applications with the Conservation Program;

- Updates and maintains department records, filing systems, databases, and / or policy manuals;
- Tracks and documents vehicle maintenance and repairs, reviews invoices and purchase orders;
- Orders, maintains and update inventory of office supplies and office equipment;
- Assists the City's technology consultant with maintaining the efficient operation of the City's computer system and individual worksites;
- Maintains and updates the City's website;
- Maintains and updates the City's computer-based Help Desk;
- Acts as the City's liaison for vehicle and property insurance, maintains and updates the City's asset inventory;
- Maintains and updates the City's records storage and archiving function in conjunction with the City Clerk-Treasurer;
- Investigates nuisance complaints and notifies proper personnel for enforcement where a nuisance is found to exist;
- Coordinates with the Police Department when a nuisance complaint elevates to code enforcement;
- Maintains the computer permitting system;
- Assist the front office staff when needed;
- Assist in supporting the City Council meetings as needed.
- Performs other duties as required.

### **Interpersonal Contacts and Relationships**

The Public Works Planning Assistant will have extensive contact with citizens of the community, planning groups, agencies, and contractors and is expected to be professionally mannered. In the course of completing the required job duties, the individual in this position will have a variety of contacts – in person, via telephone, or through correspondence such as hand-written or email – which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities, and a substantial number of contacts are to solve problems. Each of these activities are to be documented and filed.

The position duties include working in conjunction with outside consultants such as, but not limited to, a Building Official or planning contractor.

### **Knowledge, Skills and Abilities**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the ability or aptitudes to perform each duty proficiently.

- Working knowledge of computer systems, office programs, and basic web design;
- Ability to gain knowledge of various uniform building codes;
- Ability to gain knowledge of the City's municipal code for planning and zoning activities;
- Excellent communication skills and the ability to deal tactfully with the public;
- A fair and impartial sense of judgement;
- Ability to gain knowledge of the principles and practices of public planning;
- Knowledge of research techniques and the source, validity and availability of information;
- Skill in the use of drafting, graphic and illustrative equipment;
- Ability to read and interpret maps, property descriptions, charts, graphs or related statistical program data;
- Ability to prepare effective graphic illustrative presentations;

- Ability to write reports to properly identify data;
- Ability to communicate both orally and in writing;
- Ability to interpret architectural drawings and plans;
- Ability to establish and maintain effective working relationships with other City employees;
- Ability to traverse uneven terrain;
- Ability to physically perform the essential job functions;
- Ability to meet the traveling requirements of the position;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment as needed;
- Valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier;
- Obtain a Flagging Card and First Aid Car within 1 year of hire.

### **Mental Abilities**

Continuous decision making, interpersonal skills, teamwork, creativity, training / supervising, use of discretion, mentoring, independent judgment and / or action, and ability to read, write, speak, and understand English.

### **Working Conditions**

Work is performed both indoors and outdoors, and the Public Works Planning Assistant will be required to perform normal duties in inclement or severe weather conditions. Areas that may be routinely encountered include, but are not limited to construction hazards, open trenches, and specialized equipment. The employee may have exposure to hazards such as chemicals, aggressive dogs, insect stings, and temperature extremes. The employee may also have exposure to blood and communicable disease (i.e., bloodborne pathogens) or other hazardous materials released at an emergency scene (i.e., chemical spills, gasoline spoils, etc.). Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats, and / or other protective equipment. Continuous attention to safe working and operating procedures is required.

Must also possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City and away from the City to inspect various work, building or construction sites; strength to lift and carry materials and equipment up to 25 pounds, vision to read printed materials and a computer screen; and hearing a speech to communicate in person and over the telephone and / or radio.

### **Physical Requirements**

The Public Works Planning Assistant must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, and to work in and on structures under construction. Job requirements may include the ability to climb, bend, and work in tight or confined areas. In addition, close vision, color vision, depth perception, and far vision are essential to perform this position. Corrective lenses may be utilized. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

### **Education and/or Experience (Entry Level and Lateral)**

- Must be a US citizen or lawful permanent resident;
- High school diploma or equivalent;
- Valid Washington State Driver's License;
- One or more years of progressively responsible clerical / administrative experience which

includes experience directly related to the duties of the position;

- CPR and First Aid certification for adult, infant/child and AED;
- Training in the use of specialized equipment related to Public Works;
- Ability to read, understand and interpret ordinances, laws, and other operating procedures and to communicate orally and in writing;
- Have the ability and willingness to maintain strict confidentiality;
- Ability to pass pre-employment drug test;
- Provide a three year driving abstract.

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to health and safety of themselves or employees.

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.*