

Harvard Public Works Department

Richard C. Nota, Public Works Director

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PUBLIC WORKS DEPARTMENT

Administrative Assistant Position – Grade 4, Step 1 (\$15.26/hr)

12 hours/week (3 days/week – 4 hrs/day)

Revised 2/1/12

DUTIES:

- Process and pay all department invoices
- Process employee payroll
- Answer phone and direct calls/log in all complaints
- Maintain Driveway Connection Database
- Maintain Street Opening Database
- Maintain Excavation and Trench Safety Database
- Manage cell phone account
- Manage beeper account
- Fuel Depot
 - Produce and file monthly usage reports
 - Re-order fuel as necessary
- Equipment
 - Maintain equipment files
 - Maintain fleet insurance database
 - Process and file accident reports (insurance, police, RMV)
 - Maintain registrations
- Personnel
 - Maintain personnel files
 - Maintain employee benefit database
 - Manage employee uniform service
 - Monthly updates to the employee clothing allowance database
 - Process and distribute employee injury reports
 - Manage Drug and Alcohol Testing Program
 - Distribute and document the receipt of personnel policies
 - Maintain and post Employee License Database
- Procurement Assistance
 - Procurement Checklist
 - Post all Advertisements
 - Prepare Bid Packages
- Transfer Station
 - Maintain database of MSW and Recyclables collected
 - Maintain Waste Oil Collection Database
- Water Department
 - Maintain database of daily water pumping data
 - Maintain database of electrical usage
 - Maintain database of billed usage