

**CITY OF CAMILLA**  
**POSITION DESCRIPTION**

Position: **Public Works/Utility Coordinator**

Department: **Public Works**

Reports To: **Utility Director/Public Works**

Date Revised: **January 2019**

Grade: **Pay Grade**

**Position Summary:**

Position serves as the administrative assistant to the Director of Utilities/Public Works. Responsibilities include certain general and specific clerical duties including, but not limited to processing work orders, processing purchase orders, oversee the record keeping for the various departments, serves as safety coordinator and performing work site inspections as needed.

**Essential Duties:**

- Communicate with public
- Prepare and distribute work orders for each department crew
- Keep permanent records of completed work orders
- Assists in getting quotes for purchases
- Track invoices for purchase orders
- Distribute purchase orders to various departments
- Work site inspections, take pictures as needed
- Schedule maintenance on all department assigned vehicles with shop
- Keep permanent records of storm drain repair, tree removal and replacement, sidewalk repair, street grading and sweeping.
- Assist in preparing reports for Public Works, Gas, Water/Sewer Operations
- Maintain all records for Public Works, Gas, Water/Sewer and Electric as assigned
- Work with the appropriate department to prepare for pending inspections with the PSC, EPD, etc.
- Serves as safety coordinator
- Performs other duties as assigned

**Knowledge And Skills**

- Must have high school diploma or equivalent.
- Must have at least 5 years' experience as an administrative assistant
- Must have knowledge of electronic filing of documents.
- Must have valid Georgia Driver's License.
- Must have good oral and written communication skills
- Good working knowledge of Microsoft Office (outlook, excel and word).

**Physical/Environmental Requirements**

Mobility to work in typical office settings using standard office equipment is required. In addition, vision to read printed materials and computer screen and hearing and speech to communicate in person or over the telephone.

**Limitations And Disclaimer**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.