



Park County

Job Description

PUBLIC WORKS DEPARTMENT

Park County, Wyoming



Title: Technical Assistant	Code:
Division: Engineering	Effective Date: 5/19/19
Departments: Public Works	Last Revised: 5/19/19

GENERAL PURPOSE

Technical Assistant performs a diversity of duties in support of the County Engineer, Operations Manager, Operations Coordinator, Project Manager, and Road & Bridge Foremen within the Public Works Department. These responsibilities include both administrative and technical tasks related to the improvement, maintenance, monitoring, quality assurance, and reporting involving County infrastructure including the Park County road & bridge systems. These functions include but are not limited to data and information compilation, tracking, and reporting. Duties also include organization and maintenance of extensive departmental records involving the Park County road & bridge systems.

SUPERVISION RECEIVED

Technical Assistant works under the direct supervision of the Operations Manager and/or County Engineer. Depending on the tasks assigned, supervision may also involve close communication and coordination with the Project Manager, Operations Coordinator, and/or Road & Bridge Foremen.

SUPERVISION EXERCISED

It is not anticipated that Technical Assistant will supervise full time staff. However, Technical Assistant may supervise other administrative assistants and/or temporary/seasonal staff involving special projects as directed by the County Engineer and/or Operations Manager.

ESSENTIAL FUNCTIONS

- Carries out responsibility for record retention using an established system defined by the State of Wyoming or the Department. Reports to Department Head regarding required record management system and determines the destruction schedule for each document type.
- Asset management tracking using PubWorks software;
- Job cost tracking and accounting using PubWorks software;
- Tracking and organization of service requests submitted by the public;
- Departmental web page and social media maintenance;
- Data compilation, management, and reporting of Pavement Management system;
- Administrative tracking and reporting of essential human resources information;
- Environmental compliance monitoring and reporting;
- Traffic data collection, compilation, and reporting;
- Administration and coordination of employee drug testing program;
- Organization and compilation of digital departmental records and files;
- General office organization and presentation;
- Borrow pit tracking and reporting;
- Employee time sheet and payroll reporting;
- Budget tracking and reporting;
- Equipment and materials procurement and contract administration;
- Construction bid and contract administration;
- Equipment fleet maintenance data compilation, tracking, and reporting using PubWorks software;
- Funding application preparation, coordination, and administration;
- Assist Operations Manager and Operations Coordinator with Accounts Payable activities;
- Assist Operations Coordinator with addressing and road naming assignments;
- Development and coordination of training programs;
- General office cleaning and organization;
- General vehicle cleaning and organization;
- Attend staff and departmental meetings to take notes and document discussions;

- Creation of graphs and charts for presentation to other department staff, Commissioners, and others; and
- Other duties and tasks as assigned by the County Engineer and/or Operations Manager.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

- A. Graduation from high school or equivalent required. Associates degree preferred with emphasis in construction management, engineering technology, and/or business administration.
- AND
- B. Two (2) years of general work experience in a construction, engineering, or technical office/field environment with progressively greater responsibility assigned.
- OR
- C. Equivalent combination of education and experience.

2. **Required Knowledge, Skills, and Abilities:**

Strong computer, software application, data base management, social media and internet research skills are essential for carrying out daily work assignments. Position requires daily use of Microsoft Outlook, Word, Excel, ArcGIS, Publisher, Powerpoint, and PubWorks software. Technical Assistant must have strong interpersonal skills and must work well independently and in a group/team environment. Excellent communications skills (oral and written) are considered essential to this position. Regular communication with other department staff, the public, Commissioners, and other agencies is required. Technical Assistant must present a positive and professional image of his/her self, the department and the County.

Technical Assistant must be detail and meticulous organization focused as he/she will be responsible for gathering, compiling, organizing, maintaining, tracking, analyzing and reporting a tremendous amount of data/information involving the operations of the Public Works Department. Technical Assistant must excel at multi-tasking and must be capable of managing and completing multiple simultaneous tasks and assignments. Person must be flexible and willing to pitch in whenever and wherever needed in both the office and in the field to assist in completing administrative and technical tasks. This is not intended to be an office only assignment. Technical assignments may include collection of data, pickup-delivery, monitoring, inspection, and other field assignments throughout Park County.

3. **Special Qualifications:**

Must be very comfortable working with computers and a variety of software applications;

4. **Work Environment:**

Most work will involve a typical office environment at the Public Works offices in Cody. However, occasional field work and associated assignments will require in County travel (County vehicle) and outdoor work. Technical Assistant should be ready to perform field assignments as needed and when called upon. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

Date: _____