

North Marin Water District

OPERATIONS AND MAINTENANCE PROGRAM ASSISTANT I

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Performs a variety of technical tasks of routine nature in the areas of facilities asset and data management tracking, variety of administrative support and other technical related office and field activities.

DISTINGUISHING CHARACTERISTICS

The **Program Assistant** performs technical administrative operations and maintenance work with a moderate degree of difficulty. This is an entry level position in the Operations and Maintenance Technician series and provides a high level of support to Operations/ Maintenance Department activities primarily related to maintenance management data, record drawings and asset management records. This series is distinguished from the Engineering series in that the latter perform primarily civil engineering work related to design and construction of facilities.

SUPERVISION RECEIVED

Receives direct supervision from the Operations/Maintenance Superintendent and general direction from the department supervisors.

ESSENTIAL DUTIES (include but are not limited to the following)

Researches and stays informed on new developments in the field of infrastructure and automated maintenance management systems. Understands recommendations regarding infrastructure management standards. Assists in establishment of program performance goals and measurement indicators. Performs data inputs, basic queries, creates and updates simple reports using a geographic information system, and other database, spreadsheet, and word processing software. Performs routine data entry, calculations and analysis on such things as rainfall, water storage, and water use. Maintains records and prepares a variety of records, reports and correspondence related to District water service and facilities. Gathers information pertaining to the field location of District facilities, makes field measurements and sketches to complete as-built drawings; deals courteously with and provides information to the general public. Collects and compiles data and statistics, researching information from a variety of sources as required, and other duties as assigned.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Possession of a high school diploma or its equivalent with a minimum of one year experience in a technical field or records management including organizing and maintaining accurate files and records, including computer data storage and retrieval. Experience with Office software, such as Word, Excel, PowerPoint and Outlook; management software with supplemental courses in Access, Project desired.

Knowledge/Skill/Ability

Knowledge of: Basic math principles; mapping methods and techniques. Operate a personal computer in a networked environment to input and retrieve data, compile and enter statistical and other data accurately into appropriate forms, reports, and documents. Understand and carry out written and oral instructions. Deal effectively with those contacted in the course of work. Analyze situations accurately and adopt an effective course of action.

Skill to: Assist in the development of a data driven maintenance management tracking system through the use of multiple source database, manufacturer recommendations and field investigations. Perform routine and other office and field work as needed.

Ability to: Perform a variety of technical office and field assignments; rapidly learn the policies and procedures of the work; read and interpret plans, maps, construction drawings, diagrams, specifications and technical materials; research information from a variety of sources; keep accurate records; prepare clear and concise reports in an established format; work safely, work cooperatively with others and work overtime if required. Ability to use correct English including punctuation, grammar, spelling and business letter writing and to follow basic safety practices and procedures.

License/Certificate


Possession of a valid Class C California driver's license.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer keyboard. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Approved	
Date	8/20/15