

CITY OF CABOT

Job Description

Job Title: Public Works Specialist

Newest Revision: August 20, 2015

Department: Public Works

Reports To: Public Works Office Manager

Supervisory Responsibilities: None

FLSA Status: Non-Exempt

Salary Survey Reference: Administrative Assistant

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible

Job Summary: Assist the public with all needs to include but not limited to, building permits, code enforcement and trash pickup concerns or problems.

Essential Duties and Responsibilities:

- 1) Calculate the cost of all building permits and inspections.
- 2) Receive and assist citizens and contractors with building permits, code enforcement issues and waste collection concerns.
- 3) Bookkeeping for all permits (record and collections).
- 4) Collect payment for building permits and inspection fees.
- 5) Count money and complete banking transactions accurately.
- 6) Receive inspection requests and dispatch the proper personnel by inputting into IWorq software.
- 7) Maintain all records for building permits.
- 8) Maintain subdivision map files.
- 9) Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, and other applications.
- 10) Receive citizens' questions and complaints, answer questions or dispatch the proper personnel (all departments).

- 11) Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- 12) Assist management with office duties.
- 13) Assist Code Officers and Inspectors with administrative needs.
- 14) All other duties assigned.
- 15) Protect and maintain confidential information.

Minimum Qualifications:

- 1) Possess a high school diploma or equivalent (GED).
- 2) One year or more of related experience.
- 3) Possess a valid Arkansas Driver's License before and through duration of employment.
- 4) Must have knowledge of Microsoft Word and Excel spreadsheets.

Additional Knowledge, Skills, or Abilities Needed:

- 1) Knowledge with Excel, Word, and IWork along with other computer programs.
- 2) Knowledge of standard office practices and procedures.
- 3) Skills in task management.
- 4) Ability to speak effectively and courteously with citizens, business professionals, state and federal officials, and employees of the City while developing cooperative and continuing relationships. Energetic, enthusiastic and friendly.
- 5) Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- 6) Ability to multi-task, keep track of details and good organization skills.
- 7) Organizational Skills including filing, reporting and written communication experience.
- 8) Conflict resolution experience/training.

Physical Requirements:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling, loading, or carrying 15 pounds		X
Work involves lifting, pushing, pulling, loading, or carrying 75 pounds or more		X
Work involves earth moving equipment or commercial motor vehicles		X
Work involves the operation of non-commercial vehicles		X
Work involves the operation of motorized equipment		X
Work involves bending, twisting, or reaching out in different positions		X
Work involves climbing up or atop structures		X
Work involves crawling or being in confined spaces		X
Work involves being outside or exposed to extreme high or low temperatures over a long period of time		X
Work involves running or jumping		X
Work requires distance vision (20 feet or more)		X
Work involves being able to detect colors		X
Work involves being able to distinctly hear or detect sounds and understand conversation through voice	X	
Work involves typing on the computer for an extended period of time	X	
Work involves staring at a computer screen for an extended period of time	X	
Work involves long periods of sitting or standing without break	X	

Employee Name (Print/Sign/Date)

Supervisor Name (Print/Sign/Date)

Human Resources Director (Print/Sign/Date)