

Public Utility District No. 1 of Kittitas County
JOB DESCRIPTION

Job Title: Operational Assistant

Date Prepared: 10/01/2021

Department: Operations

FLSA Status: Non- Exempt

Supervisor: Operations Manager

Wage Range: \$56,981-72,940

JOB SUMMARY:

The Operational Assistant works closely with the Operations Manager regarding all communications with District customers, staff and general public. In addition, the position will perform a variety of administrative and clerical tasks and provide support to management and employees. The individual must exhibit superior internal and external customer relations, be able to multitask, and exhibit a high level of professionalism and confidentiality.

JOB DUTIES AND RESPONSIBILITIES:

1. Provide good customer service internally and externally.
2. Advanced knowledge and practical application of District policies and procedures, applicable laws, statutes, rules and ordinances.
3. Bridge the gap between Operations activities and other department needs.
4. Manage department contracts, RFPs, and procurement process. Work closely with Auditor, Executive Assistant and Contract Administrator.
5. Administer processes including work orders, inventory, procurement, timekeeping and schedules. Track data and produce performance reports.
6. Update schedule and process Operations department data daily.
7. Prepare, analyze and reconcile material inventory, special equipment (meters, transformers, CT, PT, reclosure, etc.) reports from district software, spreadsheets and BI reporting.
8. Create monthly reports of labor, equipment usage and maintenance, outages, incident and interruption reports and inventory usage for management. Other reports created as requested.
9. Establish and maintain Operations staff licenses, certification, and training schedule and records.

Operational Assistant
October 2021

10. Flagging and forklift certification as needed.
11. Available for after hour dispatch and emergency response.
12. All other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent plus ten years of advanced experience or:
2. Bachelor's degree in related field and three years previous experience in utility industry preferable. Must have knowledge and understanding in public procurement, inventory, timekeeping, scheduling, or any equivalent combination of education and experience.
3. Current Washington State driver's license.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Knowledge of general principles, methods, techniques and practices of accounts payable, inventory and construction.
2. Proficiency in MS office with expertise in Excel required.
3. Superior organization skills and dedication to completing projects in a timely manner.
4. Detail oriented and comfortable working in fast paced office environment.
5. Exceptional communication skills.
6. Skill in establishing and maintaining effective working relationships with fellow employees, other agencies, elected officials, and the public.
7. Ability to consistently provide quality work, without close supervision.
8. Demonstrate a positive attitude, good work ethics and promptness in work arrival and in accomplishing all tasks.
9. Flagging certificate.
10. Forklift certificate.

PHYSICAL REQUIREMENTS:

Physical requirements of this job include being able to sit, stand, reach, demonstrate manual dexterity, twist, talk, hear, and see. The employee is occasionally required to stoop, kneel, crouch, walk, grasp, perform light lifting, and frequent walking.

INTRODUCTORY PERIOD

The person appointed this position shall be under an introductory period for minimum of 6 months.