



Job Title:	Administrative Coordinator I (Treatment Facilities)	Department/Loc:	WWTP
FLSA Classification:	Exempt	Date Drafted:	April 2022
Reports To:	Senior Technical Advisor / Superintendent of Pretreatment		

Position Summary

Performs a variety of administrative duties including developing procedures, establishing priorities, ordering equipment, etc. Serves as the administrative assistant for the Senior Technical Advisor / Superintendent of Pretreatment, Superintendent of Wastewater Treatment Facilities, Superintendent of Water Treatment Facilities, and Lab Director. Performs other tasks such as typing and data entry tasks for the department, ordering supplies, etc. May process finance invoices/receipts for credit cards and Purchase Orders. Reports to the Senior Technical Advisor / Superintendent of Pretreatment.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Requires typing/preparing various forms and reports for the department such as Industrial User Discharge Monitoring Report Forms, Risk Management Program safety training/mechanical integrity documentation, Check Request forms, etc. Makes copies, files and provides other clerical support for safety trainings, credit card receipts, quotes, invoices, etc. Schedules meetings and training events for administrative staff.

Prepares, makes copies, postmarks and distributes certified mail including Pretreatment enforcement correspondence, Monthly Wastewater DMR, and any other necessary DHEC or LLR mailings. May communicate with vendors as needed.

Provides resource information in relation to departmental policies and procedures to supervisors/coworkers. Keeps up to date with Risk Management Program, Emergency Response Plan, and related regulatory policies, procedures and deadlines. Coordinates with management to ensure continuous compliance of Risk Management Program.

Organizes and delegates work according to priority of importance and works efficiently to meet deadlines such as generating and emailing flow reports. Assists management in meeting deadlines for Wastewater Treatment Plant’s Monthly DMR submissions, and other reporting requirements.

Maintains department filing system, including finance and budget documentation, maintenance work orders, etc. Establishes new and specialized files to meet the changing needs of the department. Maintains an adequate inventory of office and safety supplies, and places orders as needed for department.

Researches records, compiles and assembles information to be used by others; compares data and information.



Position Responsibilities - Non-Essential/Other

- Performs other related duties and other duties as assigned

Essential Skills and Experience

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires Associate’s degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education or six to eight years of related office experience with public contact. Must be Windows proficient.

SPECIAL CERTIFICAITONS AND LICENSES:

Must possess a valid South Carolina driver’s license.

EXPERIENCE REQUIREMENTS:

Requires 3-5 years increasing administrative responsibilities, or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Experience in wastewater treatment and DHEC requirements preferred.

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/regulations/systems with almost constant problem solving.

MATHEMATICAL REQUIREMENTS:

Requires performing addition, subtraction, multiplication and division and/or calculating ratios, rates and percentages. Requires proficiency in algebra and geometry to complete field specific calculations.

TECHNICAL REQUIREMENTS:

Requires proficiency in all Microsoft Office programs including Microsoft Word, Excel, and Access.

Mental & Physical Demands - ADA Guidelines

Requires performing professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of professional principles and practices, and the use of a wide range of administrative methods to solve problems; requires above average attention to detail with short to medium periods of concentration for accurate results and occasional exposure to unusual pressure.

Physical Demands

- | | | | |
|-----------------|--------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Occasionally | • Climb | N/A |
| • Stand | Frequently | • Crawl | N/A |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|--------------|-----------------|-----|
| • 10 pounds or less | Frequently | • 51-100 pounds | N/A |
| • 11-20 pounds | Occasionally | • >100 pounds | N/A |
| • 21-50 pounds | Occasionally | | |



Pushing and Pulling Requirements

- 12 pounds or less Occasionally • 41 to 100 pounds N/A
- 13 to 25 pounds Occasionally • > than 100 pounds N/A
- 26 to 40 pounds N/A

Definitions

- **N/A** Not Applicable Activity is not applicable to this occupation
- **O** Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F** Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

JUDGEMENTS AND DECISIONS

JUDGEMENTS AND DECISIONS:

Requires being responsible to guide others requiring few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from routine.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures manuals, state and federal regulations, and charts to solve practical problems such as routine office equipment operating instructions, and methods and procedures for investigations, or in drawing and layout work; composing routine and specialized reports, forms and business letters, with proper grammar and format; speaking compound sentences using normal grammar and word form.

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Salary: \$40,248.77 - \$47,719.39

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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