

Department of Public Works Part-Time Administrative Support Assistant – Cudahy

Date Posted:

Monday July 9, 2018

Deadline:

Until filled

The City of Cudahy, Wisconsin located on the southern shores of Lake Michigan seeks to fill two part-time administrative staff positions in the Department of Public Works. The positions will require a regular Monday through Friday work schedule of 20- 25 hours per week. The individuals will assist the lead administrative assistant with a wide range of administrative services for the Utilities, Engineering & Public Works Department. The position has a significant role in dealing with the public as it serves as the first point of contact for billing information, service requests, public works information and public works construction.

Qualifications include a minimum of a high school degree with secondary business education or training being highly desirable. Minimum of (2) years of office experience or combination of post high school credits/certifications in bookkeeping, accounting or use of computer software. Skilled in Word & Excel and the ability to become proficient in a series of Utility and Public Works billing and asset management software. Minimum of 3 years in a position of direct customer contact (both personal contact and telephone contact)

Starting salary \$ 19.25 to \$ 22.50 per hour DOQ. This position does not offer a benefit package. Typical work schedule is Monday – Friday typically 4-5 hours a day scheduled from 7:30 a.m. to noon or noon to 4:30 p.m. Daily work schedule will be discussed and agreed before a candidate is offered a position.

For more information on the position and to complete an application visit: Application packages are available at Cudahy City Hall or on our website at:

http://cms4.revize.com/revize/cudahy/opportunities/dpw_job_opportunities.php

Application will be accepted until positions are filled.

EQUAL OPPORTUNITY EMPLOYER.

Office of the Director of Public Works

5050 South Lake Dr.

P. O. Box 100510

Cudahy, Wisconsin 53110-6108

Email: langemj@ci.cudahy.wi.us

(414) 769-2253

Where to Apply

Resume & application shall be sent to the attention of:

Mary Jo Lange

Director of Public Works

By email: langemj@ci.cudahy.wi.us



CITY OF CUDAHY
 5050 South Lake Drive
 Cudahy, WI 53110

Employment Application

APPLICANT INFORMATION									
Last Name			First			Date of Application			
Street Address				Apartment/Unit #					
City			State		ZIP				
Phone			Cell Phone						
Email Address				Best time to be reached?		A.M	Afternoon		PM
Position(s) Applied for					Date Available				
How did you Learn about us?		Posting	Friend	Inquired at City Hall		Relative	Other: _____		
Have you ever been employed with us before?		YES	NO	If so, when?					
If you are under 18 years of age, can you provide required proof of your eligibility to work?					YES		NO		
Are you currently employed?		YES	NO	Are you currently on "layoff" status and subjected to recall?		YES	NO		
Are you available to work:		Full Time	Part Time	Temporary		If temporary, what date range can you work:		—	
Does the City of Cudahy have permission to contact your present employer at this time?					YES		NO		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?					YES		NO		
Do you have any limitations which would prevent you from performing the essential functions of the job for which you have applied?							YES	NO	
If yes, please explain									
Have you ever been convicted of a felony within the last 5 years? *Conviction will not necessarily disqualify an applicant from employment.					YES		NO		
Do you have any charges pending or have you ever been convicted of any violation of the Law other than minor traffic violations?					YES		NO		
If answered yes to either last 2 questions above, complete the following: Pending charges or conviction will not necessarily disqualify an applicant from employment.									
Charge			Date		City & State		Fine or Sentence		

Have you ever been discharged for cause from any employment?						YES	NO		
If yes, state the details:									
If the position for which you have applied requires use of a motor vehicle, do you have:		A valid driver's license?		YES	NO	A Commercial Driver's license?		YES	NO
If the position for which you have applied requires use of a motor vehicle, has your license ever been revoked or suspended?							YES	NO	
If yes, please explain and give dates:									
EDUCATION									
High School					Address				
From		To		Did you graduate?	YES	NO			
College					Address				
From		To		Did you graduate?	YES	NO	Degree		
Other					Address				
From		To		Did you graduate?	YES	NO	Degree		
Describe any specialized training, apprenticeship, skills and/or extra-curricular activities:									
State any additional education information you feel may be helpful to us									
List professional, trade, business or civic activities and offices held. <i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status.</i>									
REFERENCES									
<i>Please list three references who are not prior employers, and who are not related to you.</i>									
Full Name					Relationship				
Company					Phone				
Address									
Full Name					Relationship				
Company					Phone				
Address									
Full Name					Relationship				
Company					Phone				
Address									

PREVIOUS EMPLOYMENT

Start with your present or last job. Please list all your employers. If you need additional space

Company				Phone		
Address				Supervisor		
Job Title		Starting Salary	\$	Ending Salary	\$	
Responsibilities						

From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?						YES	NO

Company				Phone		
Address				Supervisor		
Job Title		Starting Salary	\$	Ending Salary	\$	
Responsibilities						

From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?						YES	NO

Company				Phone		
Address				Supervisor		
Job Title		Starting Salary	\$	Ending Salary	\$	
Responsibilities						

From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?						YES	NO

Company				Phone		
Address				Supervisor		
Job Title		Starting Salary	\$	Ending Salary	\$	
Responsibilities						

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from training, employment or other experience.

CURRENT CERTIFICATIONS/LICENSES

Please list any relevant to the position for which you have applied

Type	Conducted By	Date Certified – Date Expires	Level

I request that my employment application with the City of Cudahy and all related references and documents remain confidential to the extent allowed by Wisconsin statutes.

YES

NO

AUTHORIZATION AND ACKNOWLEDGEMENT FOR EMPLOYMENT WITH THE CITY OF CUDAHY

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading or incorrect, I may be terminated. I agree that the City of Cudahy shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application.

I also authorize pertinent companies, schools, agencies, municipalities or persons to give to the City of Cudahy any information requested regarding my employment, character, experience and qualifications and/or suitability for employment with the City of Cudahy including a check of my fingerprints and police record for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

In addition, a copy of this authorization is as valid as the original and should be recognized as such.

I further understand that I may be asked to undergo a physical examination, including substance abuse screening, prior to an appointment to a position with the City of Cudahy. Refusal to participate will result in the rejection of my application.

Applicant's Signature

Date

CONFIDENTIAL EMPLOYEE/APPLICANT INFORMATION

Note: This information will not be shared with those individuals involved in the interviewing process.

Last Name		First		Date of Application	
Job Title			Department		
The Following information is not requested on our employment application.					
Date of Birth Month/Date/Year			Sex	Male	Female
Racial/Ethnic Identification: Check the box that most accurately describes your racial/ethnic identity (Select only one.). Please note that, if necessary, verification must be provided.					
White/Caucasian	Not of Hispanic Origin – Persons having origins in any of the original peoples of Europe, North Africa or the Middle East				
Black	Not of Hispanic Origin – Persons having origins in any of the Black racial groups of Africa				
Hispanic	Persons of Mexican, Puerto Rican, Cuban, Central or South American or Spanish culture or origin, regardless of race				
Asian or Pacific Islander	Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or the Pacific Island. For example, China, India, Japan, Korea, the Philippine Islands and Samoa				
American Indian* or Alaskan Native	Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.				
	*Name of Tribe				
	*Agency or reservation where tribal enrollment records are kept:				
The City of Cudahy does not allow immediate family members to supervise another family member in the work environment. In other circumstances, family members may be barred from working together for reasons of safety or security or other business necessity.					
Are you related to anyone currently employed by the City of Cudahy? If yes, please specify:				YES	NO
Name		Relationship		Position	
Do you have any physical or mental conditions/disabilities? If yes, please explain.				YES	NO
I certify that the above information is true and correct.			Signature:		

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P. O. Box 100510

Cudahy, Wisconsin 53110-6108

Email: langemj@ci.cudahy.wi.us

(414) 769-2253

Hours, Salary & Benefits

Position: Department of Public Works
Administrative Support Assistant - Part-Time

Non-union, Non-exempt hourly position

Normal Work Hours: Monday through Friday, 4-5 hours per day 7:30 a.m. to noon or noon to 4:30 p.m.

Location: Cudahy City Hall, 5050 S. Lake Drive

Salary: (2018) \$19.25/hr to \$22.50/hr

Performance Period: 6 months

No Health Benefits with this position. Some paid vacation & sick leave. Partial retirement benefits.

CITY OF CUDAHY JOB DESCRIPTION
Department of Public Work Administrative Support Assistant
Part-Time

REPORTS TO:

Director of Public Works

PURPOSE OF POSITION:

Under the direction of the Director of Public Works or his/her appointee, the Public Works Administrative Assistant provides support to the functions of the Engineering, Utility and Public Works Department. Those functions include answering the phone and recording customer inquiries, filing, working with Excel spreadsheets, Word documents and assisting with billing information. The job requires a substantial amount of customer service. This is a part-time position (approximately 20-25 hours per work week).

ESSENTIAL FUNCTIONS:

- Assists and supports Department's clerical staff with general clerical functions. This includes working with Excel spreadsheets, Word documents, record keeping & work orders
- Assists with answering inquiries in person and by telephone concerning bills and services, and explain and interpret rates and notice information, public works services and utility information.
- Assists with the maintenance of daily time records, compute, and process bi-weekly payrolls for the Department of Public Works
- Process requisitions, purchase orders, claims, and invoices for payment and order supplies as needed; maintain part and material inventories;
- Updates and prepares documents and information for the Department's website and newsletter
- All other duties as assigned

PHYSICAL DEMANDS OF POSITION:

- Standing, walking, sitting, and stooping.
- Kneeling, crouching, climbing, bending, and twisting.
- Reaching, feeling, talking and hearing.

DPW Administrative Support Assistant – Part-time

- Far vision at 20 feet or further, and near vision at 20 inches or less, corrected or uncorrected.
- Lifting, carrying, pushing/pulling: 10 lbs or less; on occasion, 20-30 pounds.
- Handling, grasping and fingering: filing, typing, writing, etc.
- Normal range hearing in normal office environment, corrected or uncorrected.

ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:

Inside work environment. At times may work at the Highway Garage Office or Water Utility Plant.

EQUIPMENT USED:

Personal computer, calculator, adding machine, copy machine, scanner, printing equipment, fax machine, postage machine, mobile radio system, multi-line telephone with voice mail.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION REQUIREMENTS:

- High school graduate or equivalent with secondary business education or training being highly desirable
- Minimum of 2 years of office experience or combination of post high school credits/certification in bookkeeping, accounting or use of computer software.
- Proficient with Excel spreadsheets, Word documents, e-mail & the internet.
- Experience in communicating effectively with the public/customers on matters requiring considerable discretion and knowledge, and tactfully dealing with complaints and questions. Proficient in English language both written & oral. Secondary language in Spanish a plus but not necessary.
- Ability to work under pressure.
- Valid State of Wisconsin Driver's License a plus but not necessary.

KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:

- Requires knowledge and understanding in all types of office equipment, including personal computers, calculators, printers, copiers, FAX machines and telephones. Advanced knowledge of word processing, Excel and spreadsheet software a plus.
- Must possess good verbal and written communication skills. Ability to create effective and pleasant interpersonal relationships with co-workers and citizens is critical. Ability to follow written and oral instructions.
- Good knowledge of office practices and procedures and skill in their application.
- Average mathematical aptitude.
- Ability to maintain confidentiality of all City matters.
- High capacity to deal with the public with tact and discretion and have a positive telephone technique. Position deals with individuals who are upset and agitated.

CITIZENSHIP: Applicants must be United States citizens.

NECESSARY REQUIREMENT: Background investigation will be conducted.

AGE: 18 years of age or older.

HOURS: Part – time Monday through Friday. About 20-25 hours per week. Generally 7:30 a.m. to noon or noon to 4:30 p.m.

SALARY AND BENEFITS: This is a non-union, non-exempt position. Wages are determined by the Common Council on an annual basis based on performance and skill. This position does not include benefits.

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Job Duties

Position: Administrative Support Assistant – Part-time
Department of Public Works

The following is a general description of duties and the work is not limited to what's listed below. There are a lot of special projects that come up annually. The Support Assistant will assist the lead Administrative Assistant with the following duties

Water Utility

Assist with:

- Import utility payments daily
- Provide information for property title search regarding account balances & billing information
- Schedule service appointments for meter change outs and service requests
- Answer customer inquiries regarding billing and usage
- Create final bill and bankruptcy requests
- Update customer accounts
- Monthly utility billing
 - use meter software to create & import file
 - Run trial billing and correct billing errors
 - Apply charges and penalties
 - Invoice large industrial and commercial properties
 - Invoice and complete all billings
 - When MMSD sends sewer billing create sewer billing for Clerk's office
 - Prepare & send finance report to Finance Director & Superintendent
- Using reports provided by Superintendent create mail merge for all delinquent accounts. Includes reviewing report and verifying data, removing bankruptcy and payment plan & create report for Clerk's Office.
- Assist and provide necessary documents for annual utility audit
- Assist Superintendent with annual PSC report
- Assist with any rate increase application
- Adjust & implement new sewer and water rates as necessary

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DPW/Engineering

- Fill-out DPW permits for
 - Erosion Control
 - Right of Way
 - Dumpster
 - Water Tap
 - Hydrant Use
- Prepare abatement work orders and billing
- Answer phone calls and address e-mails for public work services & make out the necessary task request using Cartegraph software
- Assist with the calculations of storm water area and rate computations
- Update the Department's website as needed
- Manage Cartegraph System
 - Create service requests
 - Assist engineering with data entry for assets
 - Assist Director with monthly and yearly reports
 - Assist with the monitoring of open & closed tasks
- Prepare Fuel reports
- Assist engineering with construction contract document preparation
- Assist engineering with special assessment billing
- Provide record scanning
- Enter bi-weekly payroll data
- Order office supplies
- Contact repair vendor for printer/copy machine
- Update & maintain flyers/brochures on counter and information table
- Update & maintain garbage & recycling cart data base