



JUNIOR OPERATIONS ASSISTANT (PART-TIME)

Job Grade: O-1

RESPONSIBILITIES

The position duties include performing various assignments in the Operations Division including assignments in the Distribution, Treatment, Fleet Maintenance, and Facility Maintenance sub-divisions as well as assignments for the Water Quality and Engineering Divisions. The assigned tasks include a combination of office administrative, field program duties and specific field functions. On-the-job training is provided.

ESSENTIAL FUNCTIONS

- Assist with the production of various regulatory reports, including New Jersey Department of Environmental Protection (NJDEP) monthly operating reports, allocation reports, water quality reports, etc.
- Assist with the production of required regulatory reports required by the NJ Board of Public Utilities for utility mark outs, etc.
- Field program coordination tasks related to maintenance, repair and replacement of meters, hydrants, valves, etc.
- Field program coordination tasks for pavement and concrete repair and replacement, etc.
- Field program coordination for response to water supply and water quality customer complaints.
- Office administrative tasks, such as copying, printing, scanning; final formatting and distribution of various correspondence and reports; maintaining office supply inventories; managing the copy/printer/scanner/plotter equipment; order equipment, materials and services; obtain quotes for equipment, materials or services; track contract expenditures; etc..
- Collect field water quality samples and analyze field water quality data.
- Deliver customer, vendor or other notices in the required format using email, mailed correspondence or hand delivered correspondence.
- Read meters at residential and commercial locations, excluding those that require a confined space entry.
- Related and other duties. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee

for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Functions of this position include: Work assignments in an office, garage and field environment. Scheduled, on an as needed basis, 24/7 standby duties with an approximate 45 minute response time. Scheduled work assignments and non-scheduled emergency call-outs, on non-standard work days and/or work hours, including nights, weekends and holidays. Response to emergency call outs is a core function of this position.
- Recordkeeping and reporting utilizing Microsoft Office and other software applications.

AUTHORITY

This position reports directly to the Operations Superintendent, or assigned alternate. This position requires interaction with the general public; Authority vendors and contractors; and local, county, State and Federal public agency representatives.

REPORTING

This position will be assigned to work at the Authority's Headquarters located at 19 Saddle Road, Cedar Knolls, NJ 07927 and at any other of the Authority's facilities and throughout the Authority's service area. The position will also be required to attend professional development training or other courses located in New Jersey or surrounding areas.

HOURS OF WORK

Part-time position of less than an average of 30 hours per week per year. Work is scheduled between the hours of 7:30 a.m. to 4:30 p.m., Monday through Friday. Some evening and weekend work may be required.

QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the candidate must successfully complete an illegal substance test, background check, motor vehicle check and a physical/functional capacity exam (FCE) based on the attached job specific Functional Capacity Requirements (FCR).

LICENSES AND CERTIFICATION

1. Maintenance of a New Jersey Basic Driver's License.

EDUCATION

1. US accredited high school diploma or equivalent.

SKILLS

1. Ability to read, write and understand English so that involved and complicated instructions and technical texts can be read and understood and to prepare memoranda, letters and reports.
2. Ability to understand, remember and carry out oral and written directions; to learn quickly from oral and written explanations and from demonstrations; to deal knowledgeably and courteously with customers and the general public; to work during emergency and overtime situations.
3. Excellent organizational skills, including the ability to plan effectively.
4. Experience in utilizing office equipment such as fax machines, copiers, printers, scanners, telephones, etc.
5. Intermediate proficiency in Microsoft Office and ability to utilize business applications such as Microsoft Access, business, purchasing, billing, fleet management and work order type software applications. Excel proficiency must include the ability to develop worksheets/workbooks with complex calculations and graphing.
6. Ability to work harmoniously with co-workers and others.
7. Basic conversational skills in Spanish are optional, but preferred.

Attachment: Functional Capacity Requirements (07/26/17)

FUNCTIONAL CAPACITY REQUIREMENTS FOR GENERAL OFFICE INCLUDING FIELD WORK

TITLE:	IT Manager IT Infrastructure Assistant Supervisor Operations Assistant Operations Assistant Supervisor Operations Superintendent Program Coordinator, Supervisor Senior Engineer Superintendent Water Quality/Regulatory Specialist	PREPARED BY:	C. Mercado	DATE PREPARED/REVISED:	Revised 07/26/17
DIVISION:	General Office	DEPARTMENT:	Administration Operations Engineering IT Lab/Water Quality	APPROVED BY:	K. Crawford, C. Mercado
CATEGORY WORK:	MEDIUM				

JOB-RELATED PHYSICAL ACTIVITIES	DETAILS	RARELY	SELDOM	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY	Weight Amounts, if applicable	Notes
		(up to 5 mins of total work time)	(6-29 minutes daily)	(30 minutes to 2 1/2 hours per day)	(2 1/2 to 5 1/4 hours per day)	(5 1/4 hours or more per day)		
Balance	To maintain body equilibrium on narrow or inclined surfaces.		✓					
Bending	Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting.			✓				
Carrying	To hold or rest weighted objects (<i>indicate weight</i>) directly on hands, arms, shoulders, or back while walking from one location to another.			✓			≤ 40 lbs.	Use of Buddy system if carrying more than 50 lbs.
Climbing Ladders	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.	0-10 ft.		✓				
		10-20 ft.	✓					
		20-30 ft.	✓					
Climbing Stairs	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.			✓				
Crawling	Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent.		✓					
Crouching	Bending downward and forward by bending the legs and spine			✓				
Driving	The controlled operation and movement of a land vehicle, such as a car, truck or bus (<i>indicate manual or automatic</i>)				✓ automatic			
Grasping	To handle, clasp or embrace with both arms, hands fingers. Applying pressure to an object with fingers and palm.			✓				
Keyboarding/Typing (motor coordination)	To move the fingers rapidly and accurately during keyboarding tasks.					✓		
Kneeling	Maintaining the body in an erect posture while resting body weight on one or both knees.			✓				
Lifting	Raising objects from a lower to a higher position or moving objects from position to position.			✓			≤ 40 lbs.	
Manual Dexterity	To move one or more hands rapidly and skillfully to perform gross grasping, placing and turning motions. Including handwriting.				✓			
Pulling	Exertion of force to draw an object towards oneself in a particular direction or position.			✓			≤ 40 lbs.	
Pushing	Exertion of force on or against an object (<i>indicate weight/size</i>) to move it from one location to another			✓			≤ 40 lbs.	
Reaching	Extending the hands and arms in any direction			✓				
Reaching Above Shoulder	To extend either arm to reach from shoulder level to overhead.			✓				
Repetitive Motions	Substantial movements (motions) of the wrists, hands, and/or fingers.				✓			

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		(up to 5 mins of total work time)	(6-29 minutes daily)	(30 minutes to 2 1/2 hours per day)	(2 1/2 to 5 1/4 hours per day)	(5 1/4 hours or more per day)		
Sitting	Resting of the body weight in a seated position while engaging in a single activity				✓			
Squatting	Maintaining the body in an erect position with full flexion of the knees			✓				
Standing	Maintaining the entire body in an erect posture without change in location				✓			
Stooping	Flexion of the upper body forward at the waist with partial flexion of the knee.			✓				
Trunk Twisting	Rotation of the neck or trunk to the right or left from a neutral position while sitting or standing			✓				
Walking	Moving the entire body from one location to another using a heel to toe gait.			✓				