



Human Resources Department
Forms And Documents

HRP-03 Effective Date 4/2/01

Date Posted: 06/08/2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position are urged to submit a Request for Reassignment or Transfer by the deadline date. Applications for Employment will be accepted at the Fairhope Public Works Complex, 555 So. Section St., Fairhope, Ala., Monday through Friday, from 8:00 AM to 3:00 PM. Applications may be mailed to P.O. Drawer 429, Fairhope, AL 36533 or faxed to (251) 990-0156.

Requests and applications received after the closing deadline date will not be considered.

Position Information

Job Title: **Utilities Admin Assistant** Department: **Electrical**

Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: _____ To: _____*

Standard Scheduled Hours: **7:00 AM – 4:00 PM** Days to be Worked: **M – F**

Starting Pay Range: \$15.92 - \$20.70/hr.

Grade 20

Position Description

General nature/purpose of work:

To assist utilities supervisors in all phases of utilities administrative work in the City. Performs administrative functions as determined by, or in conjunction with, management staff by performing work order documents and reports, and External contacts will include Line Locate center, contractors/developers, and material vendors.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:

- Knowledge of the creation, distribution and closeout of work order documents to include data entry of material, man hours and equipment
- Knowledge of FEMA paperwork as needed;
- Skill and ability to maintain electronic records of work orders, filing systems, transformer records, PCB information and various PPE and uniform data;
- Ability to work overtime;
- Ability to add, subtract and divide
- Knowledge of inventory procedures
- Any other job duties deemed as necessary
- Ability to be insured by the City's automobile insurance carrier

Education, experience and training:

- Possession of a valid Alabama Driver's license;
- High school diploma or GED; OR
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Date of Announcement: 06/10/2017 Closing Date for Applications: When Filled

Paulina Neathcoe

Human Resources

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.