

## Human Resources Department Forms And Documents

## **POSITION ANNOUNCEMENT**

## 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.

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: S15.92 - \$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.) Education, experience and training: 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 work overtime; Ability to work overtime; Ability to be insured by the City's automobile insurance carrier  Date of Announcement: 06/10/2017 Closing Date for Applications: When Filled							
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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.