

CLASS TITLE: Assistant Public Works Supervisor (continued)

- Analyze revenue and expenditures and prepares projections, drafts budget transfer requests, reviews assessments;
- Position requires substantial and constant contact with the public, fellow employees, and multiple agencies with the need to communicate orally and in writing requiring tact, diplomacy, and maintaining confidentiality;
- Operates a calculator and/or adding machine as an incidental part of work;
- Work is performed in an office with controllable hours and work conditions;
- Performs other related duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Assists with the overall supervision, direction, motivation of employees of Solid Waste and Road & Bridge departments.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from High School or its equivalent;
- Knowledge, skills, and abilities acquired through a combination of education and experience equivalent to a four (4) year degree in Public Administration, Business, Accounting or related and three (3) years related experience (responsible public works experience preferred) with one (1) year of supervisory experience
- Competent communication skills – verbal and written;
- Possession of a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Greets members of the public, responds to inquiries, performs assigned duties accurately, efficiently, and follows established standards and procedures;
- Deals with the public in a manner that effectively promotes the image of the County;
- Establishes and maintains effective working relationships with fellow employees, other agencies, and the public;
- May be required to attend county board meetings in assigned responsibilities;
- Performs other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 11/18/22

BROADWATER COUNTY
Job Description

CLASS TITLE: Assistant Public Works Supervisor

DEPARTMENTS: Public Works

ACCOUNTABLE TO: Public Works Supervisor/Commission

PRIMARY OBJECTIVE OF POSITION: Under general supervision of Public Works Supervisor, manages the administrative and financial functions and activities for Public Works operations; assists in department procedures and processes as assigned.

ESSENTIAL JOB FUNCTIONS:

- Must possess accounting education, skills, and experience demonstrating the ability to maintain the county's financial and budget records;
- Possesses the ability to meet the public and communicate with understanding and clarity;
- Requires knowledge and use of typical office equipment;
- Physical demands include standing, walking, bending, prolonged sitting, stooping, and lifting up to 35#s (greater with assistance);
- Require Travel to other sites for specialized training;
- Must possess a valid Montana Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable for Public Works;
- Creates invoices for Public Works according to department practices; submits invoices to customers;
- Balances checks, cash to Public Works reports, making regular deposits of money received to Treasurer's office;
- Prepares routine daily, weekly, monthly, quarterly and/or yearly reports; includes reports from QuickBooks for Public Works as not part of Black Mountain Software
- Budgetary management, setting priorities for Solid Waste and Road & Bridge departments;
- Responsible for materials and equipment requiring care;
- Provide oversight for department programs and services;
- Develop and review department contracts and coordinate bid and contract preparation, provide project and grant management support;
- Develop and present public information programs;
- Assist with supervision of Solid Waste and Road & Bridge departments;
- Recommends department policies and assists with the establishment of department priorities, coordinates the administration and enforcement of departmental emergency operations;
- Reviews and recommends changes for programs, serviced delivery methods, and department structure; assists with preparation and administering the department's annual budget;