

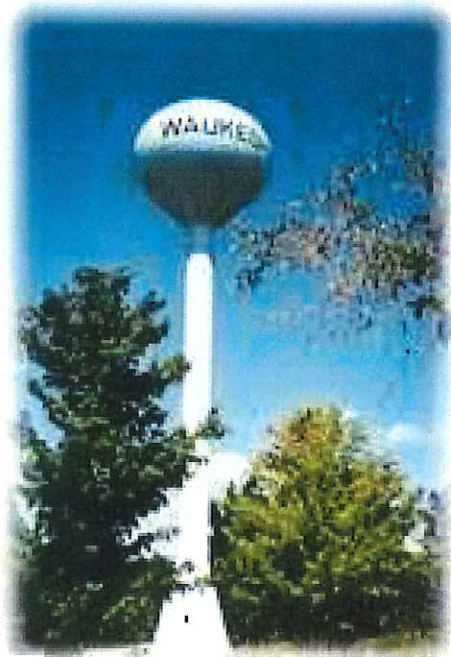
WE'RE HIRING



WAUKESHA WATER UTILITY

Investing in the future of our water

Operations/Admin Assistant



Be part of our team and welcome a new water supply to Waukesha! Full-time position available due to a retirement. We offer a great workplace with excellent pay and benefits.

You'll assist with purchasing/inventory control, field scheduling, customer service and other support needed to serve our customers and support operations and administrative departments.

This position requires you to be detail orientated, have good communication skills, and be proficient in Microsoft Office and have experience with accounting software programs. Qualified candidates will have four years of progressive, related experience. Municipal experience is a plus, but not required. Minimum of H.S. diploma is required, some post-secondary coursework is a plus.

Our benefits package includes state pension, medical, dental, generous PTO and more.

Submit cover letter and resume by **June 15th** to:

WWUhr@waukesha-water.com.

Or Mail to:

WAUKESHA WATER UTILITY
115 Delafield St
P. O. Box 1648
Waukesha, WI 53187-1648

Learn More about us at:
www.waukesha-water.com



JOB DESCRIPTION

JOB TITLE: Operations Assistant
FLSA STATUS: Hourly
DEPARTMENT: Administration
SUPERVISOR: Administrative Services Manager

PURPOSE OF JOB:

Under the supervision of the Administrative Services Manager and the direction of the Operations Manager, provide purchasing, inventory, clerical and field service support to the Operations department. Perform other duties cooperate with others, and to respond to emergencies as required or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform purchasing activities including monitoring minimum reordering levels and obtaining pricing as specified in the procurement policy.
2. Communicate and maintain relations with vendors to ensure timely and accurate delivery of materials.
3. Coordinate delivery, storage, receipt, physical inventory counts of items, and prepare inventory usage and needs reports.
4. Audit purchasing practices of managers to ensure adherence to company policy.
5. Maintain accurate inventory counts by controlling the release of critical inventory items.
6. Enter data on labor and materials used into accounting system to support payroll, job costing and inventory records.
7. Coordinate the scheduling of field personnel so that they efficiently install, maintain, and certify meters to the satisfaction of Utility customers.
8. Enter meter data into accounting system so that service orders are accurately closed and recorded.
9. Monitor accounts to detect leaks and stopped meters.
10. Maintain Material Safety Data Sheets (MSDS) reference books in compliance with legal requirements.
11. Perform administrative responsibilities for operations supervisors, e.g. street opening permits, and maintain internal department reports and records.
12. Facilitate communication between operations department and internal staff and Utility customers
13. Provide back up to customer service staff.
14. Operate Automatic Meter Reading system to accurately retrieve meter data for quarterly, monthly, and special water bills in a timely manner as required in order to meet billing calculation and PSC timelines.

LICENSES OR CERTIFICATIONS: None

SKILLS OR EDUCATION: High School diploma or equivalent. Four years of responsible clerical/bookkeeping experience required. Experience in inventory, purchasing, and automated accounting systems is highly desirable. Proficiency in spreadsheet and word processing is required. Must be able to accurately complete tasks, in a timely fashion, with limited supervision.

NORMAL DUTY HOURS: 7:30 AM – 4:00 PM, Monday - Friday. Additional time or adjustment in work schedule may be required to complete assigned work or to assist other personnel.

REQUIRED JOB STANDARDS:

1. Must be able to communicate with other employees and outside vendors.
2. Ability to view and use CRT and keyboard
3. Handling, grasping, fingering and light lifting of up to 10 pounds.