



## PLANT ADMINISTRATIVE ASSISTANT/CMMS

### DEFINITION

Under general direction, provides highly complex and responsible administrative support to the Maintenance Superintendent, and various plant personnel in the areas of Computerized Maintenance Management System (CMMS) and Purchasing; coordinates special projects as assigned; provides scanning services as appropriate; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Maintenance Superintendent. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is an administrative class that performs a variety of administrative, purchasing, project coordination, and management support work for the District. The work requires some public contact, the frequent use of tact, discretion, and independent judgment, knowledge of laws and regulations governing maintenance administration, purchasing, and the ability to communicate clearly and effectively.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### **General Administrative Functions:**

- Maintains and stores a variety of records, files, logs, and reports related to departmental operations and activities; establishes and maintains specialized software systems related to technical areas of responsibilities; periodically reviews and purges files in accordance with applicable laws, regulations, and guidelines.

## **EXAMPLES OF ESSENTIAL FUNCTIONS (continued)**

### **General Administrative Functions:**

- Provide backup support to process, monitor and coordinate workers compensation claims between employees, supervisor and insurance carrier.
- Types, originates, formats, proofreads, and distributes a wide variety of reports, letters, and memoranda, including agenda items; assists with bid documents, types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of databases and reports.
- Scans documents to server; makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Maintains accurate records of work performed.
- Orders office supplies for treatment plant/collections as required office.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Performs other duties as assigned.

### **CMMS Administration:**

- Responsible for material requisitioning and disbursement, inventory control, and storing of all equipment/facility maintenance records.
- Responsible for CMMS including administration of work orders, setting up new assets, preventive maintenance (PM) logs, parts procurement, and parts inventory records.
- Works closely with the Maintenance and Operations Superintendents to develop and maintain preventive maintenance master schedules, task lists, etc.
- Monitor and update PM job plans to satisfy equipment manufacturers recommendations.
- Monitor and review equipment setups & PM documentation in the CMMS to assure accuracy.
- Setup new pieces of equipment in the CMMS, activate and deactivate equipment as appropriate.
- For CMMS run reports and compile daily, weekly, monthly reports and metrics. Setup and assist in designing CMMS reports.
- Provide research and analysis for data for a variety of processes and metrics used in plant operations.
- Scans reference documents into CMMS and attach to the right piece of equipment.
- Provide training, as requested, in CMMS to the Facilities and Maintenance staff. Provide user training and new feature training to staff as required on CMMS.
- Serve as primary contact with technical support and work with CMMS technical support team to fix any issues with CMMS software.

- Develop common naming regimen and abbreviations for infrastructure equipment and systems.
- Set up and provide instructions for weekly time input for work orders/projects. Set up and provide instructions for operations personnel labor weekly time input.
- Responsible for CMMS and user process documentation, developing new documentation as required and updates to existing documentation.
- Explore options to satisfy business needs within the capabilities of CMMS; configure, document and deploy solutions.

### **Purchasing Management:**

- Adheres to District purchasing policies, processes and procedures.
- Issue purchase orders for the purpose of completing purchasing processes in accordance with established procedures.
- Assists and/or develops, and revises District policies, procedures, and programs. Ability to compile data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with purchasing policies and procedures, and/or purchasing processes.
- Evaluate vendors for the purpose of determining their capability for performing to established specifications.
- Maintains purchasing information files and records (e.g., Request for Proposal, Purchase Orders, Contracts, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Negotiates with vendors for the purpose of resolving purchasing issues and/or ensuring purchases are within district requirements/regulations.
- Processes purchasing related information (e.g., bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information authorizing action and/or complying with established practices.

### **Information/Communication Management:**

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Respond to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Assists as required in developing, writing and delivering procedure documents (i.e., Standard Operating Procedures, etc.)

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of computerized maintenance management systems and purchasing in a public agency setting. Must have a thorough knowledge of maintenance activities and expertise in CMMS.

- Experience with CMMS desired; but not required.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Record keeping principles and procedures.
- Computer applications; Excel; MS Word; Word Perfect; Adobe Acrobat and other data base applications as related to work.
- Business letter writing and report preparation.
- Basic arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the phone.

**Ability to:**

- Interpret, apply, and explain policies, procedures, and practices of maintenance administration.
- Ability to communicate with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects.
- Ability to deal with frequent interruptions and changing priorities.
- Ability to maintain confidentiality as required.
- Perform technical and administrative support work with accuracy, speed, and general supervision.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate basic arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Ability to create picture-based procedures that are easy to understand and follow.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Identify and take appropriate action when operating problems occur.
- Communicate effectively in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

## **EDUCATION AND EXPERIENCE:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of High School Diploma or General Equivalency Diploma supplemented by college level courses in business or related field, and five (5) years of administrative/clerical experience, three (3) of which were at an executive level. A Bachelor's Degree and/or coursework specific to CMMS highly desirable.

## **Required Qualifications:**

- Possession of a Class C driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The California Sanitation Risk Management Authority (CSRMA) driving standards.

## **Desired Qualifications:**

- May be required to be a licensed Notary and all expenses related to licensing will be incurred by the District. Such licensing may be conditional to a specific department and may be required as a condition of employment.

## **Additional Requirements:**

All Carmel Area Wastewater District employees are, by State and Federal law, **Disaster Service Workers**. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.

If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

## **PHYSICAL DEMANDS**

*The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

**Standing:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Tile, carpet, concrete, asphalt
- Description: Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, and performing other described job duties.

**Walking:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Tile, carpet, concrete, asphalt
- Description: Within building, to and from offices, relocating files/paperwork or office supplies, using carts, and performing other described job duties.

**Sitting:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Long (2 to 8 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Cushioned vehicle seat, office chair
- Description: Performing various desk station activities including using a computer, reading and writing, driving a vehicle, during meetings and trainings, and performing other described job duties.

**Kneeling/Crouching/Squatting:**

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Tile, carpet
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level.

### **Crawling:**

Not a job requirement.

### **Laying on Back/Stomach:**

Not a job requirement.

### **Climbing/Balancing:**

- Average Frequency: 1 to 3 times per month
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per month
- Maximum Duration: Medium (1 to 2 hours)
- Surfaces: Stair or ladder steps, vehicle floorboard
- Description: Performs while ascending or descending a warehouse ladder to access upper shelves; entering or exiting a vehicle cab, one step.

### **Reaching:**

#### *Above Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while accessing or placing files, paperwork or binders and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

#### *Between Waist and Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart to transport office supplies or file boxes., and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

#### *Below Waist Level:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)

- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

### **Pushing/Pulling:**

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while opening or closing file cabinet drawers, using a four-wheel cart to transport file boxes or related items. Unilateral or bilateral arm use.

### **Twisting/Rotating:**

#### *Waist:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, performing general office tasks, driving and performing other described job duties.

#### *Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, performing general office tasks, driving and performing other described job duties.

#### *Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, handling office supplies and paperwork, and performing other described job duties. Unilateral or bilateral hand use.



## **Bending:**

### *Waist:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level.

### *Head/Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics including reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks and performing other described job duties.
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### *Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, while handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

## **Lifting/Carrying:**

### *0 to 10 lbs.:*

- Objects: Office supplies, ream of paper, binders, manuals, documents, mail, small packages, writing utensils, telephone handset, chair, laptop computer, vehicle fire extinguisher, electrical cords, broom
- Average Frequency: Ongoing -- tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing -- routine tasks performed throughout shift
- Maximum Duration: More than 1 hour
- Height: Ground to shoulder or above
- Distance: Average - less than 50 feet including ascending/descending stairs
- Description: Performs a variety of administrative office tasks including receiving mail and small packages, writing, transferring paperwork, using manuals, loading printers, moving light office equipment, filing; stocking and retrieving office supplies from cabinets/shelves.

11 to 25 lbs.:

- Objects: Medium sized packages, box of office supplies, step-stool, fire extinguisher, half-sized box of printer paper, 4" binder
- Average Frequency: 2 times per day
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 8 times per day
- Maximum Duration: Seconds to less than 5 minutes at a time
- Distance: Less than 50 feet
- Height: Ground to shoulder
- Description: Performs while receiving, transferring and storing these objects.

26 to 50 lbs. (*two-person lifts*):

- Objects: Full file boxes, foldable tables
- Average Frequency: 2 times per month
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 times per week
- Maximum Duration: Seconds to less than 5 minutes at a time
- Distance: Less than 50 feet
- Height: Ground to waist

51+ lbs.

- Not a job requirement.

### **Grasping:**

*Simple:*

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Utilizing a telephone handset, handling paperwork, writing; any grasping necessary to complete required lifts/carries below 25 lbs.

### **Fine Manipulation:**

- Average Frequency: 1 to 2 hours
  - Average Duration: Seconds to less than 5 minutes at a time
  - Maximum Frequency: 2 to 3 hours
  - Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Utilizing a writing utensil; using computer keyboards/tablets including use of a mouse, touchpad or touch screens; calculator; using telephone, sorting and handling documents. Unilateral or bilateral hand use.

**Machines/Tools:**

*The machines and tools listed here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Keyboard
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle
- Cart

**Weights and Measures:**

*The items listed here to be weighed or measured are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

*Items Weighed:*

- Six-foot foldable table – 40 lbs.
- Eight-foot foldable table – 48 lbs.
- Metal chair – 19 lbs.
- File box – up to 30 lbs. (full)

**ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Employee occasionally will be outdoors at the Treatment Plant facility and be briefly exposed to loud noise levels, inclement weather conditions, cold and hot temperatures, vibrations, chemicals, odors, and fumes.

NOTICE: The examples of functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.