

Public Works Coordinator

Annual Salary \$43,000.00

Interested candidates can submit their resume and employment application to the Twp of Edison HR Dept 100 Municipal Blvd., Edison NJ 08817

Under direction, performs responsible clerical work involved in preparing data, analyzing work, and processing a variety of public various computerized or manual systems; does other related duties.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of Work

Maintains records of various public works projects, updating and creating new files when necessary.

Assists and directs the public with various requirements of the Public Works office.

Prepares requisitions for materials, supplies, and equipment.

Types documents from varied forms of copy.

Performs responsible clerical work concerned with reviewing and modifying public works information.

Prepares reports on various public works operations

Maintains records on all projects, equipment, supplies, and personnel.

Responsible for the preparation of charts, graphs and drawings.

Establishes and maintains records and files.

Answers inquiries for information originating within the without the public works department in accord with agency policy and regulations.

Requirements:

One (1) year as a Principal Clerk Typist and certified, successful completion of "Introduction to Purchasing" offered through the State of NJ DCA.

For Senior: Two (2) years as a Public Works Coordinator and certified, successful completion of eighteen (18) hours of job related Career Building courses as approved by the Human Resources office. Upon verification of requirements, promotion will take effect the following July 1.

For Principal: Two (2) years as a Senior Public Works Coordinator and certified, successful

completion of an additional eighteen (18) hours of job related Career Building courses as approved by the Human Resources office. Upon verification of requirements, promotion will take effect the following July 1.

Knowledge and Abilities:

Knowledge of the basic operation of computer equipment in the Public Works Office.

Knowledge of general office routines and clerical procedures.

Ability to operate calculators and to prepare graphs, charts, and prints.

Ability to accurately analyze and record statistical and other data.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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