

The Town of New Milford is currently accepting applications for a full-time Operations Assistant with the Public Works Department. Qualified and interested candidates must submit a completed Town of New Milford employment application, resume, cover letter, and 3 professional references and submit them to Town of New Milford Personnel Department. Applications can be emailed to [personnel@newmilford.org](mailto:personnel@newmilford.org) or mailed to the Personnel Office, 10 Main Street, New Milford, CT 06776. No Fax Responses.



## Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776  
Telephone (860)-355-6089 – Fax (860) 355-6031

### Operations Assistant

<b>JOB CLASSIFICATION DESCRIPTION</b>
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**Job Title: Operations Assistant**  
Non-Union - Exempt

**Job Summary:**

Assists the Director of Public Works in the daily administration of the Public Works Department. Responsible for administrative functions of departmental matters and as a liaison to the engineering department, the highway department include garage functions, facilities department, and when appropriate, the Recycling Center. Assists the Director with the administration and oversight of the office staff and their functions.

**Supervision Received:**

Reports to the Director of Public Works and the Mayor.

**Essential Job Functions:**

- Assists the Director of Public Works in establishing divisional and departmental reports, letters, and memos.
- Coordinates and maintains the annual development and daily monitoring of the various divisional operating and capital budgets within the various Public Works Departments.
- Prepares various monthly, quarterly and annual reports to the Mayor and Town Council under the direction of the Director of Public Works.
- Maintains the departmental wide schedule including but limited to permitting, regulatory reporting, Town agency reporting, annual bidding, training and personnel reviews.
- Coordinates and maintains the Department files, both hard copy and digital. Responsible for managing the Department master files.

- Coordinates Department grant application preparation to be submitted by the Town in conjunction with the Town's Grant Writer. The collection of data and reports required for grant submission requires familiarity with a variety of agencies including ConnDOT, CDEEP, DECD, FEMA, FHWA and others.
- Attends, upon request, various Town Council meetings, staff meetings and other Town Commission meetings.
- Assists in the long range planning of the Department's needs, such as personnel, space needs, and equipment.
- Participates in the interviewing of and selection of secretarial, clerical and data entry staff.
- Provides input into the performance evaluations of secretarial, clerical and data entry staff.
- Provides input into disciplinary hearings when appropriate.
- Establishes, implements and enhances a public information system, including but not limited to the Departmental website and social media pages, as it pertains to public relations and interdepartmental communication, along with establishing and tracking a public communication record keeping system.
- Maintains the development, implementation, and tracking of a public improvement bond program and road cut permit program.
- Participates on and keeps records for the Safety Committee and acts as a liaison with the Town insurance agent to insure that all OSHA and safety rules and regulations are being carried out.
- Maintains safety training and personnel licensing records.
- Tracks purchasing and budgets records for departmental capital roadway projects. Communicates with the various utilities companies and subcontractors as it pertains to scheduling.
- Assist the divisional heads in the administrative, budgetary and record-keeping functions on a daily basis.
- Coordinate with other Town agencies as needed.
- Perform related work as assigned.

**Knowledge, Skills, and Abilities:**

- Working knowledge of elementary accounting procedures.
- Ability to work professionally and efficiently within a diversified work group.
- Ability to work independently with little or no supervision and make independent decisions as needed relevant to the job description.
- Strong written and verbal communication skills.
- Computers: Ability to use Microsoft software for reports, cost accounting, correspondence and presentations. Must be fluent in the use of Munis or other municipal financial software or capable of learning it. Must be willing to train in new programs or with new equipment as necessary.

- Ability to coordinate and prepare detailed reports and submission digitally as well as manually to meet requirements of funding and governmental agencies.
- Detailed knowledge of customer service support and asset management software.
- Detailed knowledge of website design and functionality.
- Ability to remotely access and edit the department's digital information. This includes updating and accessing the department's website, social media links, customer service records and other pertinent information.
- Must be able to stand or sit for extended periods of time.
- Must have a valid driver's license.
- Must be able to lift 20 pounds.
- Must be able to work outside or visit sites on occasion.
- Some night work as required by the Director of Public Works or the Mayor.
- Must be able to flex work schedule occasionally.
- Must be able to work in a fast paced office with multiple interruptions and multiple tasks simultaneously.

#### **Education, Training, and Experience:**

- A Bachelor's Degree in a related field of human resource, administration, personnel, business, or a field relevant to the construction industry preferred.
- A minimum of four (4) years of experience as an executive secretary, office manager or administrative assistant possessing personnel skills preferred in conjunction with the Bachelor's degree. Preference given to a background in municipal work.
- Or, will accept an Associate's Degree in a related field and graduation from a professional secretarial school or professional trade school with 5 years of experience utilizing administrative skills in a busy construction or land-use office with progressive degrees of responsibility (in place of the Bachelor's degree).
- Must be willing to submit to a background check.
- Must maintain a valid Connecticut driver's license.
- Veterans preferred.

The Town of New Milford is an Equal Opportunity Employer.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.

### **Working Conditions, Physical and Mental Requirements:**

May be exposed to inclement weather in carrying out essential duties. Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the position. A physical examination may be required.

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>	<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting			X		Driving			X	
Lifting			X		<b>Physical Strength:</b>				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)			X	
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)		X		
Stooping		X			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling				X	Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion				X	Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.

Approved by Town Council – September 27, 2004

Updated by Personnel – June 16, 2005 (FLSA)

Approved by Town Council – July 1, 2005.

Updated by DPW Director and Personnel September 20, 2023