

Job Title: Administrative Assistant – Fleet Facilities**Job Status:** Full-Time**Department:** Facilities**Job Grade:** 203**Reports To:** Fleet & Facilities Manager**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 10/20/2024**Location:** Service Center

Position Summary

The Administrative Assistant of Fleet and Facilities is responsible for administrative, planning & scheduling and financial assistance to the division manager and staff. The assistant will be responsible for processing invoices and act as the liaison to the Purchasing Department to ensure requisitions and contracts are completed. They will also act as the liaison to the Accounting Department to ensure the Fleet and Facilities Department budget line items are managed and reported periodically. The Assistant will provide support for monthly expense reports and travel/training scheduling. The Assistant will support scheduling for Fleet and Facilities Manager. The Assistant will also be responsible for ordering of office supplies and mail distribution.

Essential Duties & Responsibilities

PLANNING AND SCHEDULING OF MAINTENANCE

- Plan and construct capital projects in software program
- Create work orders in system, monitor progress, ensure accuracy of data and close out on completion
- Create service requests
- Scheduling of fleet appointments
- Additions and retirements of Fleet and Facilities assets
- Track and log maintenance KPIs

FINANCIAL ANALYSIS

- Conduct price analysis on equipment in system
- Prepare savings reports on projects
- Review and maintain financial reports for KPIs
- Do project comparison analysis for internal services vs, contract services

BUDGET

- Create and monitor office supply and training accounts
- Monitor Fleet and Facilities receipts and purchase orders, and encumbrances against budget
- Research and resolve any budget discrepancies

ADMINISTRATIVE DUTIES

- Create and track requisitions for purchase orders
- Manage division correspondence; assists in transcription of emails/mailings
- Answer phone, direct calls and assist with customer service
- Reconcile monthly P-Card transactions for the division
- Manages processing, tracking and evaluation of time and attendance entries in system
- Upload documentation in to Record Retention Program

TRAVEL ARRANGEMENTS

- Book accommodations for flights, hotel & transportation
- File necessary paperwork for temporary P-card adjustments
- Create travel itineraries, detailed maps and location of event
- Verify arrangements and payment prior to departure

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures
- Other duties as assigned

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: General Studies

Work Experience Time Frame: One Year or More

Other: Some prior administrative experience is preferred

Certification and Licensures Requirements

Valid Texas Driver's License required to operate company vehicle

Other Minimum Qualifications

- Previous administrative assistant or comparable experience required
- Communication skills for dealing with internal and external customers
- Technology proficiency to learn and/or use various computer programs including Microsoft Office applications

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	☐	☒	☐	☐
AutoCAD	☒	☐	☐	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☐	☐	☒	☐
Microsoft Excel	☐	☐	☒	☐
Microsoft Word	☐	☐	☒	☐
Microsoft Publisher	☐	☒	☐	☐
Microsoft PowerPoint	☐	☐	☒	☐

Other Software Knowledge

Cityworks, OnBase, SmartSheets, ADP

Experience with Machines, Tools, Equipment and Other Work Aids

[Click or tap here to enter text.](#)

Physical Demands

Standing: Occasionally

☐ Making Presentations

☐ Observing Work Sites

☒ Observing Work Duties

☒ Communication with Co-Workers

Fine Dexterity: Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

Walking: Occasionally

- ☒ To Other Departments/Office/Office Equipment
- ☐ Around Worksite

Lifting: Occasionally

- ☒ Supplies
- ☒ Equipment
- ☐ Files

Carrying: Occasionally

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Sitting: Frequently

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

Reaching: Frequently

- ☒ For Supplies
- ☒ For Files

Handling: Constantly

- ☒ Paperwork
- ☐ Monies

Kneeling: Occasionally

- ☒ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- ☒ File Drawers
- ☐ Equipment
- ☒ Table and Chairs
- ☐ Hose

Climbing: Occasionally

Other: Click or tap here to enter text.

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☐ Observing Worksite

Foot Controls: Rarely

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Never

- ☐ On Ladder
- ☐ On Equipment
- ☐ On Step Stool

Bending: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

Crouching: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Crawling: Never

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☐ Listening to Equipment

Twisting: Frequently

- ☐ From Computer to Telephone
- ☐ Getting Inside Vehicle

Talking: Constantly

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	☐	☒	☐	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☐	☒	☐	☐	☐	☐
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☐	☐	☒	☐	☐	☐
Noise and Vibration (sufficient to cause hearing loss)	☐	☐	☒	☐	☐	☐
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	☒	☐	☐	☐	☐	☐

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	☒	☐	☐	☐	☐
Chemical Hazards	☒	☐	☐	☐	☐
Electrical Hazards	☒	☐	☐	☐	☐
Fire Hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable Diseases	☒	☐	☐	☐	☐
Physical Danger or Abuse	☒	☐	☐	☐	☐

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Vehicle

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☒ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	☐	☐	☐	☒	☐
Emergency Situations	☐	☐	☒	☐	☐
Frequent Change of Task	☐	☐	☐	☒	☐
Irregular Schedule/Overtime	☐	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☐	☒	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☒	☐
Tedious or Exacting Work	☐	☐	☐	☒	☐
Noisy/Distracting Environment	☐	☒	☐	☐	☐

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date