



AN EQUAL OPPORTUNITY EMPLOYER

Employee Job Description

Distribution Office Assistant

Reports to: Distribution Superintendent

Department: Distribution

Classification: Hourly (non-exempt) Part-Time or Full-Time

Grade: 3 (Starting \$13.67 to \$16.51/hour)

Summary of Responsibilities:

Responsible for performing clerical and administrative duties for the Distribution Department. Occasional duties will be assigned in the Engineering Department on an as-needed basis.

Essential duties:

- Perform a variety of clerical duties of a routine and recurring nature, including filing, typing, data entry, faxing and copying.
- Responsible for maintaining and organizing official documents and records in appropriate files.
- Answer incoming customer service inquiries (phone & counter) and assist in resolving customer concerns.
- Prepare OUPS tickets for projects involving excavation.
- Order stone / topsoil and other distribution related supplies.
- Provide information to Accounts Receivable for all billable jobs.
- Update company website and voicemail system and issue outbound calls for boil advisories or other significant customer communications as needed.
- Coordinate paperwork and information between departments.
- Manage the Backflow Records and Inventory Software Program.
- Schedule personnel to complete necessary tasks as directed by Distribution Superintendent including appointments, inspections and surveys.
- Manage inventory for temporary hydrant permit program.
- Recording easements and property record research as needed.
- May be required to assist in afterhours and emergency situations

Qualifications:

- Excellent verbal and written communications skills required.
- Knowledge of personal computers including Microsoft Windows and Office and data entry experience is highly desirable.
- Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities to perform the job duties successfully is required.
- Experience in utilities or construction is desired.

- A high school diploma/GED and valid Ohio Motor Vehicle Operator's License with acceptable driving record are required.
- A certification related to backflow and/or a distribution operator license is desired. Must be well-organized, detailed oriented, and work as part of a team.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

We offer an excellent benefit plan that includes health, dental, vision, life and disability insurance. Paid time off benefits include personal time, sick time, and vacation time. In addition to our pension plan we offer a 401(k) and a Roth Plan.

Submit your resume and cover letter to:

information@delcowater.com

Del-Co Water Co., Inc.
6658 Olentangy River Rd
Delaware, OH 43015

Deadline to Apply: February 1, 2019

This position description is not to be construed as an exhaustive statement of accountabilities, duties, or responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. Del-Co Water Company reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the position.