

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR
Tony Randazzo, Director of Technical & Utility Services

DATE: May 29, 2024

AGENDA ITEM TOPIC: Utilities and Special Projects Coordinator job description update

Number of Supporting Documents: **01**

Requested Action

- Motion to approve the Utilities and Special Projects Coordinator job description as presented.

Background

- Attached is the proposed Utilities and Special Projects Coordinator job description that was presented at Strategic Planning.

Hamburg Township Job Description

JOB TITLE: **Utilities and Special Projects Coordinator**
(Full-time, Hourly, Non-exempt)

REPORTS TO: Director of Technical & Utility Services

JOB SUMMARY:

Assumes responsibility for coordinating sanitary sewer and water service special assessment districts, road improvement/maintenance districts, and all other special assessment districts administered by the Township. Provides administrative support to the Township Supervisor, Director of Technical and Utility Services, Municipal Utilities Committee, as well as the Department of Public Works as a whole.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Coordinates administration of the Township's sanitary sewer and water service special assessment districts. Duties include assisting the Township Board with setting-up and establishment of special assessment districts, more particularly drafting of petition forms, district maps, determination of district support, drafting Board resolutions, meeting notices, mailing affidavits and other legal documentation as required under State Law. Attends all informational meetings and public hearings during the establishment of the special assessment districts as directed by the Township Board. Once construction of the sewer district is complete, duties include, but are not limited to, issuing and processing of connection applications, scheduling sewer hook-ups with Township-approved contractors, coordinating inspection of the sewer connection by the County, providing information regarding special assessment districts, monitoring compliance with Township requirements, determining related assessment fees, and maintaining related documentation.
2. Assumes responsibility for coordinating administration of the Township's road improvement/maintenance and other special assessment districts. Special assessment districts can include street lighting, canal dredging, and other neighborhood improvements. Duties include, but are not limited to coordinating contractor bid and selection process, scheduling services with Township approved contractors, providing information regarding maintenance services, and maintaining related documentation. Respond to property owner complaints regarding maintenance issues and follow-up with contractor for resolution to correct issue. Responsible for calculating the annual assessment fee charges for each special assessment district and reporting to Clerk for adoption of tax levies. Enter assessment charges for districts into Special Assessments Program for tax roll.
3. Works with the Township Engineers, Attorney, and/or Bond Counsel in the preparation of various documents related to special assessment projects, bond sales, ordinances, and litigations. Prepares and files documents to be recorded with Register of Deeds office.
4. Provides administrative assistance to the Supervisor, Director of Technical & Utility Services, and DPW staff. Acts as the point of contact for the Township Supervisor and Director of Technical & Utility Services in their absence. Duties include, but are not limited to, typing various documents, preparing reports, coordinating assignment of work requests, responding to resident questions and/or complaints and coordinating a resolution with Township Contractors. Responsible for management of development sewer projects; including

participation in pre-application meetings, preparation of sewer and/or water agreements, coordination of permits, bids, securing "as-built" drawings as well as the dedications and bills of sale for on-site sewer collection systems.

5. Performs ZBA reviews on behalf of the DPW/Utilities Department to ensure there are no sewer or water related issues when granting a variance. Reviews and signs-off on all Land Use Permits to verify that any and all sewer issues are resolved by the builder and/or property owner before the permit is issued. Coordinate on-site inspections with DPW staff and builder to confirm all issues are resolved.
6. Completes final cost analysis for cash up-front and Contract S.A.D. sewer connections and extensions to determine if property owner is due a refund for overpayment of estimated sewer fees or an invoice for cost overruns. Reviews and invoice/refund summaries are forwarded to Municipal Utilities Committee for sign-off prior to presentation to the Township Board for review and approval.
7. Performs a variety of administrative tasks in support of the Municipal Utilities Committee. Duties include, but are not limited to, preparing meeting agendas, compiling necessary data for and preparing the digital information packets, preparing and distributing public hearing notices, making necessary meeting arrangements, recording meeting minutes, maintaining meeting minute books and other administrative records, and performing related meeting follow-up activities as directed. Prepare Township Board agenda information from items reviewed by Committee and forward to Township Clerk for insertion in Board meeting packets.
8. Provides information and assistance to the general public.
9. Works on special projects as assigned by the Township Supervisor and/or Director of Technical Services.
10. Handles purchasing for the DPW and Building & Grounds Departments.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Associate's degree in office management, business or related fields.
2. Two to four years of related administrative experience including preparation of legal documentation.
3. Written, typing and computer skills necessary for the creation and compilation of various documents, communications and reports.
4. Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, contractors, developers, and others. The incumbent is also required to handle problems situations in a tactful, courteous and respectful manner.
5. Physical ability to properly operate required office equipment, retrieve documents from office files, transport items weighing up to 10 pounds, and periodically sit in one position for extended periods of time.
6. Mental ability to handle pressures related to meeting deadlines and working on tasks requiring accuracy and attention to detail.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

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I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date

APPROVED BY TOWNSHIP BOARD _____