

Town of Fairhaven
Board of Public Works

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BOARD OF PUBLIC WORKS
WATER DEPARTMENT
MARCH 2025

POSITION TO BE FILLED:

ADMINISTRATIVE ASSISTANT – GRADE C; 35 HOURS

NUMBER OF VACANCIES: **1**

SALARY: \$23.65 MINIMUM PER HOUR - \$29.58 MAXIMUM PER HOUR

Position Purpose:

This position performs moderately complex administrative duties in order to fully support the daily operations of the Water Department for Fairhaven, MA. This position is responsible for maintaining and improving upon the efficiency and effectiveness within their direction and control.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Maintain Water & Sewer Accounts for billing and general notes about each property.
- Bill Accounts for Water & Sewer, Work Services, Hydrants and Fire Supplies.
- Prepare adjustments or abatements to Water & Sewer Accounts as necessary.
- Prepare yearly and monthly budgets. Prepare schedule of bills payable. Posting all bills payable for water department budget and articles.
- Prepare weekly payroll and maintain records of sick leave, vacation, change of status.
- Prepare weekend/holiday overtime schedule, weekly beeper schedule and overtime list.
- Maintains accurate records of all Water Department deposits and petty cash.
- Maintains report for all the water usage, new accounts, backflow device, leaks, etc. throughout the year
- Prepare and submit State reports, questionnaires pertaining to pumping records, mains, new services and hydrants added to the system, number of active meters, backflow preventers, etc. after review by Water Superintendent.
- Maintain monthly water sample reports.
- Set up appointments with homeowners or real estate agents to read, check or change meters. Coordinate appointments with the Water Superintendent, contractors, plumbers and our technician for work to our water services or meters.
- Type forms, statements, letters, reports, permits or other material from copy, rough draft or general instructions.

- Maintain list of fire flow test results and their locations and place newspaper ads for notice.
- Order meters, meter parts, hydrants, pipe, supplies, etc. for the superintendent or foreman, validate pricing to ensure correctness with bids received.
- Issue Recycle Permits, Hurricane Permits, Beach Permits, Septic Permits, Water & Sewer Permits and collect fees as required.
- Answer telephone and forward messages to proper personnel or department.
- Communicate with Digsafe, Eversource Gas and Electric, Verizon and Comcast.
- Assist other Board of Public Works Departments as necessary and any other related duties.
- Performs similar or related work as required, directed, or as situation dictates.
- Maybe required to respond to the office during emergency conditions per union contract.

Supervision Received

The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instructions for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

Judgement and Complexity

The work involves numerous standardized practices, procedures, or general instructions that govern the work and requires additional interpretation. Judgement is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Nature and Purpose of Contacts

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations in guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints, interact with challenging personalities and/or effectively navigate difficult circumstances.

Confidentiality

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

Education and Experience

High School Diploma or equivalent, and two to three (2-3) years of related experience; or any equivalent combination of education, training, certification and experience.

Knowledge, Ability and Skills

Knowledge: General office knowledge including office systems, business communications and basic record keeping, working knowledge of MS Office Suite, drafting letters and memos. Basic knowledge of the municipal administration process, basic knowledge of the functions of municipal government, basic understanding of the interaction between local government, state government, and federal government,

basic working knowledge of business administration, practices, general office procedures, and applicable local, state and federal laws.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to handle and resolve a wide range of situations and complaints, with a high-level of independence and task management, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

Skill: Excellent customer service and organization skill, excellent written and verbal communication skills, excellent computer skills including MS Office applications, skill in the use of the above-mentioned equipment.

Work Environment

The majority of work is performed in an office setting.

Physical, Motor and Visual Skills

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Skills: Minimal Physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking and standing. May be required to lift objects such as files, boxes of paper, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills: Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routine reading documents for general understanding and analytical purposes. Frequent computer use.

A detailed job description can be found at www.Fairhaven-MA.gov under "Employment Opportunities". Submit resume and cover letter to Fairhaven Board of Public Works, 5 Arsene Street, Fairhaven, MA 02719 by January 30, 2026 at 4:00 p.m.