

SECRETARY - ENGINEERING**JOB SUMMARY**

The Secretary - Engineering is responsible for providing secretarial support for Engineers, Engineering Technicians, Real Property Specialist, Development Coordinators I and II, Draftsman, and Draftsman/Messenger as needed. This position reports to the Vice President – Engineering for day-to-day activities and also reports to the Secretarial Coordinator regarding daily tasks and secretarial policies and procedures.

JOB DUTIES AND ESSENTIAL FUNCTIONS

The Secretary - Engineering performs a variety of skilled and semi-skilled functions, which may include, but are not limited to the following:

- Open, stamp and distribute mail for Engineering Department.
- Copy, scan and mail project related documents.
- Distribute invitations to bid for pumping equipment, tanks and wells.
- Prepare engineer's completion certificates for Work Authorizations.
- Prepare submittals to Arizona Corporation Commission for Extension Agreements.
- Check all Work Authorizations for completeness before releasing to construction.
- Update and distribute pipeline bidder lists to Division Managers.
- Verify and track insurance certificates for all pipeline contractors.
- Work with engineering and facilities databases.
- Create and/or update Engineering forms and Engineering Operating Memorandums as needed.
- Create, update and maintain outside agency forms.
- Maintain Engineering Department and Division files in Phoenix Office.
- Answer the telephone regarding Engineering Department related issues as needed.
- Acts as key operator for the Engineering multi-functional copier.
- Provide support to the field office for Engineering regarding forms, and "as needed" backup for templates, macros, etc.
- Turn in supply orders for Engineering Department to Receptionist/Secretary as needed; maintain at all times sufficient quantities of white and colored paper for Engineering copier and printers; order and maintain all replacement cartridges for Engineering multi-functional copier and printers.
- Act as relief for Secretary - Operations on an "as needed" basis and as backup to the telephone backup operator for Receptionist/Secretary on an "as needed" basis.
- Performs other duties and activities as assigned.



SKILLS, KNOWLEDGE AND PHYSICAL REQUIREMENTS

Skills, knowledge and physical requirements include, but are not limited to the following:

- Ability to accurately type a minimum of 65 words per minute using a personal computer.
- Excellent personal computer skills and proficiency with Word, Excel, and Access.
- Working knowledge of fax machine, multi-functional copier, IBM Selectric III typewriter and other office equipment.
- Knowledge of and ability to use Internet communications and e-mail.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written instructions.
- Must be able to write legibly, have good reading comprehension, and good grammatical and spelling skills.
- Good alphabetical and numerical filing capability.
- Must be well organized and detail oriented.
- Must be able to meet deadlines.
- Ability to work independently with little or no supervision or assistance.
- A neat and professional appearance.
- Must be dependable, punctual, and have good attendance.
- Ability to interact with supervisors, co-workers, and other employees in a cooperative and professional manner.
- Ability to perform repetitive physical activities using feet, legs, hands, and arms, climb stairs, lift up to 15 lbs., reach, grasp, push, and pull. Position also requires filing, stooping, bending, kneeling and reaching into file drawers daily.

EDUCATION, TRAINING AND EXPERIENCE

The following are required:

- High school graduate or equivalent
- Minimum of five years' experience as Administrative/Executive Assistant providing secretarial support to top level management.
- Valid Arizona driver's license and acceptable driving record.

