

Position Title: Public Utilities Coordinator/Billing Clerk

Supervisor: Office Manager

Primary Objective of Position:

- Primary responsibility is the preparation of utility billing, handling receipts and depositing receipts. Interacting with the public by phone and in person regarding issues involving public utilities, answer questions, research issues and resolve problems as they arise. Attend PUC public meetings; take, prepare, post minutes and maintain minutes in an official minute book.

Supervision Exercised: None

Typical Duties Performed:

- Serve as public contact in matters dealing with Fayal Public Utilities, answer phones, interact with walk-in public, provide information, research files, answer questions, and/or refer as appropriate
- Assess daily problems involving Fayal Public Utilities as they arise, determine appropriate actions, advise PUC of actions taken
- Calculate, review and maintain records of accounts payable to Fayal Public Utilities, handle and record payments received, and deposit them in bank
- Prepare PUC agendas, commission packets and acting secretary to the Public Utilities Commission, attend Public Utilities Commission regular, special and public hearings, record and prepare minutes, maintain PUC minutes in an official minute book
- Ensure that any and all state and federal guidelines and reports for water and sewer are completed and/or referred to the PUC and Town Board to ensure their completion by a responsible party
- Assist the office manager with any necessary duties and provide coverage in the office manager's absence
- Monitor that all safety and training guidelines are followed by public utilities personnel
- Assist in monitoring inventory of Fayal Public Utilities, order necessary supplies
- Assist with the Scada system. Troubleshoot alarms and take necessary action to contact appropriate resources to resolve problems with system
- Participate in a rotational after-hours on-call schedule through use of an auto dialer for the Public Utilities Department
- Responds to emergency calls generated by auto dialer on the lift stations, troubleshoots programs and implements corrective action
- Assists in other departments as needed

Knowledge, Skills, Abilities:

- Ability to deal effectively with elected officials, department heads, co-workers and the public
- Ability to perform light physical activity
- Knowledge in the use of office machines and equipment, including computer SCADA system

- Working knowledge of bookkeeping, payroll practices and procedures.
- Working knowledge of Town operatives, services, ordinances, especially PUC operations
- Ability to account, handle money and to accurately maintain a record keeping system
- Ability to prioritize work and to work independently

Minimum Qualifications:

- High School Diploma or equivalent.
- Minimum Class "D" valid Minnesota Drivers license required
- Must be skilled in the use of basic grammar, punctuation and accurate proofreading
- Must have the ability to establish and maintain working relationships with others and most importantly, the public
- Ability to pass pre-employment physical and chemical screening
- Employee will be subject to random drug and alcohol screening
- Experience working for a local government and utilizing Banyon Utility Software preferred, but not required.

REVIEWED AND APPROVED BY:

Date: 1-25-22


Staff Representative - AFSCME CO. 65


Fayal Township/Board Chairman