

## Public Works Data Administrator

1. A-- Create and maintain a documentation/data management system that support efficient information management.
  - Bridge Crew: building bridges, repairing bridges, installing/repairing guardrails, install/ repair water slabs
  - Brush Cutters: cut/remove brush on the sides of Benton County maintained roads
  - Graders: grading and maintaining county dirt roads, removing snow and ice during inclement weather.
  - Dirt Crews: build up roads, repairing low spots, repair assist other crews as needed.
  - Culvert Crew: remove/repair/install culverts as needed or requested
  - Grubbing Crew: remove trees and brush preparing for upcoming jobs/projects, replace fences, clean up roads after job is complete
  - Truck Drivers: hauling materials to jobs, snow and ice removal during inclement weather, haul off materials from jobs/projects that are not needed or are waste.
  - Laborers: weed eating, mowing, flagging, replacing mailboxes and signs as needed, assist other crews as needed.
  - Road Signage Dept.: create, repair, replace, and set signs (road name signs, speed limit signs, etc.)

B—Works with staff at different levels to ensure quality and accuracy of documents created for each project. As well as analyzing documentation/data for errors. Training support staff on database usage and records-management activities.

- Creating effective documentation for employees to complete daily
  - Collaborate documentation by date and site for each project/job.
  - Entering daily documentation in Pubworks
  - Excel-creating spreadsheets
  - Microsoft Word- creating documentation
  - PubWorks- inputting daily activities, FEMA projects
  - Answering/transferring phone calls from public to be answered by Administrator, Coordinators, Supervisors, etc.
  - Accurately making sure time sheets are filled out correctly, contacting employees if there is a problem with their time sheets, inputting time sheets into database.
2. Ensures all records-management activities adhere to departmental and inter-governmental policies. Provide documentation support for database maintenance and Disaster recovery efforts. Collect documentation for FEMA/Federal/State/and Grant related projects. Verify that daily activity reports generated by employees contain the correct data pertaining to one specific project.
    - A. FEMA Assistant Program and Policy Guide
    - B. Benton County Road Dept. Policies and Procedures Manual
    - c. Emergency Management Policies and Procedures
    - D. Swep
    - E. Storm Water
    - All items pertaining to disaster sites (site specific areas)

3. Categorize data into specific construction projects. Maintain real time database (Pubworks) of daily employee activities for work performed on public infrastructure. Including time, materials, and equipment used daily. Daily updates of public infrastructure maintenance records.
    - Bridge, Road building/road construction, water way projects
  - A. Daily activity sheet is filled out by each crew/employee daily to keep track of all work done by the Benton County Road Dept.
  - B. Shows when (date specific) project/job was completed
  - C. Shows materials that are used for each project/job
  - D. Shows what equipment was used on that project/job
  - E. Shows the amount of time for man and equipment hours for project/job
  - F. Updating material listing. Inactivate what materials are no longer used, updating prices for what materials are used, adding materials as needed.
  - G. Add/Edit/Inactivate employees as needed, including:
    - Adding employee name, employee ID number, employee title, employee pay rate
    - Editing information for employees in the database as needed
    - Inactivating employees whom are no longer employed at the Benton County Road Dept.
4. Reports Management:
- a. Prepare detailed management reports and departmental project analysis for various purposes. Including outside regulatory agencies, contractors, and the general public (service requests).
    - Construction contractors
    - Federal/City/ State
    - Service Request that come from public
  - b. Types of daily reports generated:
    - Dirt Crew Reports
    - Asphalt reports
    - grader and brush cutter reports
    - culvert crew reports
    - general laborer reports
    - project reports
    - service reports, etc.
  - c. Expenditure Reports generated include:
    - Reports for expenses on individuals
    - Reports for expenses on contractors
    - Reports for expenses on materials
    - Reports for expenses on equipment
    - Reports for expenses for a specific time period
    - Reports for expenses for FEMA projects
    - Reports for expenses for daily projects
    - Reports for expenses for complete projects
    - Reports for expenses per road, etc.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:** None

**Education and/or Experience:**

High School Diploma or GED required. Four to six years of office experience with an emphasis on employee data entry and reporting. Must be proficient in Microsoft Word, Excel, and Outlook software. Some experience in developing promotional pieces is a plus.

**Working Relationships:**

Requires daily communication and interaction with coworkers and other employees. Conducts regular contact with the various Federal, State, and local agencies and Credit Union staff, as well as department manager and elected officials

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

While performing the duties of this position, the employee is regularly required to sit, use hands and fingers to handle, or feel objects, reach with hands and arms, talk, hear and see. The employee must occasional lift and/or move up to 20 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The work environment is that of a normal office. noise level in the work environment is usually mild to moderate.

**Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_

**JESAP Grade Assignment:** \_\_\_\_\_

**Date** \_\_\_\_\_