

Public Works Admin Assistant Tasking

Director List

- General (generally & for all areas below)
 - Call screening/admin
 - PO admin
 - Invoice admin
 - Account statement reconciliation
 - Budget assistance/tracking
- Brightly maintenance management system liaison/support
- Sanitation
 - Curbside Collection
 - Cart tracking & management
 - Service coordination
 - Transfer Station
 - Quarterly report
 - Annual report
 - Permitting
 - Service coordination w/ SCRRRA & contractors
- Highway
 - Road Surface Management Plan support
 - Master road maintenance plan & spreadsheet
 - Data management
 - Town Aid Road reporting (including Local Area Network)
 - Right-of-way permitting admin support
- MS4 Program
 - Compliance tracking
 - Annual report
 - Permitting

- Capital
 - Plan admin support
 - Vehicles/equipment
 - Facilities

Highway Superintendent List

Maintain OSHA Compliance – Records and Programs.

Maintain Hazard Communication program

- SDS sheets for new products.
- Training records.

Track Training

- Recertification
- New courses
- Maintain employee's records
- Track Drivers license and Medical cards

Track lockout/tag out program—Inspect record keeping.

Maintain Records and compliance on Lifting Chains and slings

Maintain Records and compliance on Jacks and jack stands