



## ST. CLAIR COUNTY ROAD COMMISSION JOB DESCRIPTION

**CLASSIFICATION:** Permits – Engineering Assistant

**FLSA:** Non-Exempt

### GENERAL SUMMARY

Under the limited supervision of the Director of Engineering, issues various permits to private and commercial applicants; provides backup to Customer Service-Receptionist; provides general secretarial assistance to the Permits and Engineering Departments including typing and filing, and compiling information for reports, as required; prepares invoices for damages to Road Commission and MDOT property.

### TYPICAL DUTIES:

1. Issues approved permits such as oversize equipment movement, "Call-in" permits, construction permits, drainage improvement projects, State permit projects, inspection permits, and residential driveways to applicants representing private and commercial interests. Greets visitors, answers questions and provides limited policy interpretation when possible.
2. Using established criteria, establishes routes for permit holders to move oversize equipment within the County. Using established structural criteria and recommendations from the engineering staff, routes permit holders moving overweight equipment within the County.
3. Prepares receipts and maintains records of monies received for permits; maintains files of surety bonds, insurance certificates, and letters of credit of all companies obtaining permits.
4. Provides accounting department with appropriate backup for monthly utility permit billings.
5. Copies and mails contractor bid specs and plans and maintains listings. Sends out bid tabs as requested. Prepares contract, bond and letter to successful bidder.
6. Types internal and external memos and correspondence and prepares and types various forms for permit issuance and completion, and construction bid and contract notification.
7. Maintains departmental files including general township correspondence, construction, and maintenance and bridge files.
8. Compiles various monthly and annual reports such as permits issued and fees received, and inspector's hours.
9. Processes all road closures by informing all appropriate Commission personnel and local entities.



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10. Provides backup to Customer Service-Receptionist.
11. Prepares supporting documentation for property damage billings, invoices and monitors property damage billings.
12. Schedules meetings and appointments, as requested; arranges for facilities and contacts meeting participants.
13. May be required to perform a variety of tasks related to, or associated with, the general operation of the office of the Road Commission.

The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

### JOB SPECIFICATIONS:

1. High school education, GED, or equivalent education preparation.
2. Ability to communicate tactfully and effectively with the public, local officials and other employees on both written and verbal levels.
3. Ability to operate various types of office equipment including personal computer and proficiency in all Microsoft applications.

### PHYSICAL REQUIREMENTS:

1. Ability to lift twenty (20) pound storage boxes four (4) feet high for ten (10) feet.
2. Ability to bend, squat, crouch and stoop.
3. Ability to work at a computer terminal for extended periods of time.

Approved by:

  
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Human Resources

07/22/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Managing Director

8/16/16  
\_\_\_\_\_  
Date