

NOTICE TO LOCAL #1300 EMPLOYEES
SUBJECT: NEW JOB

Pursuant to Article VII, Section 2 and 3 of the 2002-2006 Collective Bargaining Agreement between Public Service Employees Local #1300 and the City of Wilkes-Barre, vacancies are to be filled through a bidding process.

The City has a new job. Consequently, applications for the position of **ASSISTANT TO THE DIRECTOR**, Department of Community Planning and Development will be accepted in the Bureau of Human Resources from January 16, 2006 to January 20, 2006. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. RATE OF COMPENSATION:

- a. The 2006 salary for this position is \$45,000.00.

2. DUTIES:

- a. Work as the City's liaison with the public utility companies in the pave cut permit application process including all inspection, monitoring and reconciliation aspects.
- b. Prepare budget estimates and bid specifications for various City projects including but not limited to paving, storm sewer design, sanitary sewer design, roadway and cartway construction.
- c. Review plan design submissions for Office of Code Enforcement.
- d. Analyze infrastructure problems and develop strategies to correct problems.
- e. Work as a liaison with PennDot relative to road and bridge construction and reconstruction. Duties include the monitoring concurrence of pay estimates.
- f. Serve as the liaison between various City Departments to develop a cohesive working environment to increase the efficiency and productivity of the Department of Community Planning and Development.
- g. Prepare bid specifications for equipment and supplies.
- h. Assist Code Enforcement Officers as assigned.
- i. Maintain work records relative to all duties performed.
- j. All other related duties as assigned.

4. QUALIFICATIONS:

- a. Experience working with public utility companies within the Commonwealth of Pennsylvania.
- b. Experience working with the Pennsylvania Department of Transportation.
- c. Familiarity with federal and state contracts for development and reconstruction projects.

- d. Three (3) years experience working with infrastructure development and reconstruction.
- e. Possess detailed computer skills in the operation of CAD and AUTO CAD engineering systems as well as WORD, OUTLOOK, and EXCEL.
- f. Experience and education in budgeting and/or accounting.
- g. Associates degree in civil engineering or the equivalent combination of education and experience.
- h. Excellent communication skills, both written and oral.
- i. Ability to work efficiently and effectively with employees of other City Departments.
- j. Ability to read and understand blueprints.
- k. Excellent leadership skills.
- l. Ability to work with minimal supervision.
- m. Valid Pennsylvania Drivers License.
- n. Ability to physically perform the duties listed above.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Position requires walking, bending, stooping, climbing, working from a reclined and elevated position, and lifting up to eighty (80%) percent of the time.
- b. Position requires exposure to adverse weather conditions, disagreeable odors and fumes, animals and properties that are not fit for human habitation.

6. OTHER:

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.

Christine M. Jensen, SPHR
 Director of Human Resources
 January 13, 2006

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1300 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.