



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

<p>Position: Management Analyst – Community Services</p> <p>Classification-Series: Management Analyst</p> <p>Occupational Grouping: Administrative Support Services</p> <p>Organizational Unit: Community Services Department</p>	<p>Position Control No: xx-xx-xx-xx</p> <p>FLSA Status: Non-Exempt, Temporary FT 40 hrs/wk (May 2015 through September 2015)</p> <p>Union - Grade: Non-Union – Grade 17</p> <p>Primary Job Location: 271 Mast Road</p>
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JOB SUMMARY: Performs field work, research, writes reports, and provides other management support as instructed by the Community Services Department Director.

ACCOUNTABILITY: Works under the general supervision of Community Services Director and may also receive direction from other department supervisors. Performs regular duties on own initiative and exercises discretion as delegated by the supervisor or department head.

SUPERVISION EXERCISED: May provide instruction and lead meeting discussions on the development and implementation of departmental policies.

TYPICAL EQUIPMENT USED: Computer; GPS; in-field water quality test kits, telephone; calculator; copy/scanner.

TYPICAL WORK ENVIRONMENT: Inside: 40% Outside: 60%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Assist department in the on-going enhancement of computerized Asset Management / Work Order software program.
2. Continue to map and inventory of stormwater infrastructure and develop associated watershed catchment areas.
3. Conduct field surveys and collect water quality samples.
4. Participate in presentations before staff and various groups.
5. Assist the department in categorizing, scanning, and filling efforts, during poor weather conditions.
6. Coordinate activities with other employees, departments or agencies.

7. Perform other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 3 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 6 hours Stand: 1 hour Walk: Up to 6 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors; outside conditions; changing weather, walk or rough terrain.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad; computer mouse; telephone; GPS; printer/scanner.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner. Environmental and weather conditions, Poison Ivy.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Must be a minimum of 18 years of age and have a valid driving license. This position will be required to perform field work on foot after driving to the mapping and testing sites. Field work may be required in poor weather conditions.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High School diploma required. We are ideally looking for candidates with some collage or work experience with Geology, Geography, Natural Resources, Water Resources, Engineering or related fields. Knowledge of ArcGIS desktop and/or GPS collection is desirable but not mandatory.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. This position is for a temporary appointment not expected to last beyond 12 months with possibility of regular appointment to be determined at future date.

Classification Established: 12/27/01

Job Description Developed: 12/27/01

Revised: 12/27/01, 05/12/2014, 4/14/2015