



**CITY OF DOVER, NEW HAMPSHIRE**  
**Supplemental Position Description**

<b>Position:</b> Engineering Document Coordinator	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Clerk Typist I	<b>FLSA Status:</b> Non-Exempt, Temporary FT, 40 hours
<b>Occupational Grouping:</b> Administrative Support Services	<b>Union - Grade:</b> Non-Union – Grade 9
<b>Organizational Unit:</b> Community Services Department	<b>Primary Job Location:</b> 271 Mast Road

**JOB SUMMARY:**

Organize, accurately identify, digitize, and appropriately file Public Works documents including but not limited to design drawings, as-built plans, building and facility record drawings, historic maps and surveys, permits (septic, driveway, road closure), etc. The ideal candidates will have experience or familiarity with similar working documents, a general understanding of asset management, strong attention to detail, and ability to work with minimal supervision.

**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:** None.

**TYPICAL EQUIPMENT USED:** Computer; copier, larger format scanner/plotter, Software including but not limited to Windows, VueWorks (asset management software), Treeno (digital filing cabinet)

**TYPICAL WORK ENVIRONMENT:** Inside: 90%      Outside: 10%

**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 the department in categorizing, scanning, and filing efforts.
2. Assist department in the on-going enhancement of computerized Asset Management / Work Order software program.
3. Occasionally field verifies information.
4. Perform other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -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><b>CARRY:</b>          -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><b>REACH:</b>          -above shoulder height: Rarely required.          -at shoulder height: Occasionally required.          -below shoulder height: Occasionally required.</p>	<p><b>PUSH/PULL:</b> Occasionally required.  <b>TWISTING:</b> Occasionally required.  <b>BENDING:</b> Occasionally required.  <b>CRAWLING:</b> Rarely required.  <b>SQUATTING:</b> Occasionally required.  <b>KNEELING:</b> Occasionally required.  <b>CROUCHING:</b> Occasionally required.  <b>CLIMBING:</b> Occasionally required.  <b>BALANCING:</b> Occasionally required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Occasionally required.  <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

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

<p><b>TALKING:</b> Necessary for communicating with others  <b>HEARING:</b> Necessary for receiving instructions and information.  <b>SIGHT:</b> Necessary for performing job effectively.  <b>TASTING &amp; SMELLING:</b> 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:** Knowledge of modern office practices, procedures and equipment. Knowledge of business English, spelling, vocabulary and arithmetic. Demonstrated ability utilizing personal computer hardware and software including familiarity with the use of various software applications including word-processing, electronic spreadsheets and data bases. Ability to type accurately and rapidly (minimum of 50-80 words per minute). Ability to format and accurately transcribe meeting minutes Ability to make simple arithmetic computations and tabulations. Ability to understand and follow oral and written instructions. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with service problems courteously and tactfully.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** High school diploma or equivalent, supplemented by course work in typing and experience in typing and general clerical work; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Must exhibit willingness for additional training to enhance position performance.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input checked="" type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input 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:** Employees in this class are assigned to departments or offices requiring clerical assistance, e.g. City Clerk, Police, Community Services and Library. Duties and assignments will vary by department or office but work and skill requirements are within the job class. This position is for a temporary appointment not expected to last beyond 12 months.

Job Description Developed: 07/01/1996  
Revised: 04/14/2014