



BRODHEAD CREEK REGIONAL AUTHORITY

www.bcrwater.com

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The Brodhead Creek Regional Authority (BCRA) is accepting applications for the position of Project Administrator.

The BCRA is a Water and Waste Water Authority headquartered in Stroud Township, Monroe County Pennsylvania.

The ideal candidate is an enthusiastic professional with excellent written and verbal communication skills and critical thinking and problem-solving skills. Candidates must have a minimum of five (5) years of previous administrative support experience in a fast-paced team environment. Experience in the engineering and/or construction industry preferred. A bachelor's degree is a plus but is not required.

Candidates must be detail-oriented and organized, possess the ability to work on multiple projects simultaneously and prioritize as needed while meeting deadlines and maintaining a high level of quality and accuracy. The successful candidate will have a positive, team-oriented attitude, excellent work habits, be highly reliable and able to work independently with minimal supervision. Advanced proficiency with Microsoft Office (Word, Excel, and Outlook) is required. GIS experience is a plus.

The position offers a comprehensive benefit package and a defined benefit retirement plan. The Brodhead Creek Regional Authority is an EOE. Please visit our website, www.bcrwater.com for the Project Administrator position description. Interested applicants should contact the Human Resource Department and speak with Randi Alejandro at 570-421-3232 or send resume to ralejandro@bcrwater.com. Resumes and applications will be accepted through June 7, 2019.

Position Title: Project Administrator

Reports to: Engineer/Operations Manager

POSITION SUMMARY:

This position is responsible for supporting engineering projects by assisting the Engineer/Operations Manager and Operations team in providing administrative project support and assistance as requested.

ESSENTIAL FUNCTIONS:

- General administrative support for BCRA projects.
- Organizes and maintains project files, filing system, and project communications.
- Provides data entry for projects.
- Updates record copies, engineering project documentation and changes.
- Records minutes from Operations Manager/team meetings.
- Assists in obtaining Penn DOT Permits for waterline improvement projects/repairs.
- Prepares permit applications for various agencies and utilities; contacts other organizations to obtain information, input, or approval.
- Assists in the preparation of contract documents for project construction.
- Participates in the bidding process, including preparation of bid documents and tracking of submittals.
- Types memos, correspondence, reports, and other documents as requested.
- Assist in clerical needs on projects.
- Attends meetings, conferences and workshops as deemed appropriate for the position.
- Works with Engineer/Operations Manager in any and all aspects of this department's operation as assigned.

ADDITIONAL FUNCTIONS:

- Performs related work as required.
- Coordinates and tracks companywide water quality initiatives such as hydrant flushing/maintenance and valve exercising.
- Administration of backflow device installation program, including tracking required routine testing of devices.

QUALIFICATIONS:

- Ability to express oneself, clearly and concisely, both orally and in writing. Ability to interact with and coordinate staff and co-workers.
- A positive attitude and the ability to utilize a "team" approach with other employees
- The ability to maintain professionalism and be courteous at all times with internal and external customers
- Must have knowledge of principles and practices of file and records management.
- Possession of a valid Pennsylvania driver's license.
- Proficient in use of Microsoft Office Suite, with an emphasis on word processing and spreadsheet operations; proficient in use of Adobe Acrobat Pro DC.
- Ability to read legal descriptions, deeds, plat books, and maps preferred but not required.
- GIS experience preferred but not required.

EDUCATION AND EXPERIENCE:

Five (5) years' administrative support experience in the engineering and/or construction industry or relative experience in a closely related field or industry. A bachelor's degree in science or a business-related field preferred but not required for consideration of the position. Additional education may be acceptable in lieu of experience.

PHYSICAL DEMANDS:

This position is primarily a sedentary position with long periods of sitting at a desk and computer. The employee will use hands to handle, feel or operate objects and tools and will reach with hands and arms. The employee frequently is required to stand, talk, hear and occasionally walk. May be required to lift or move objects up to twenty (20) pounds or greater with assistance. Must have the ability to perceive and discriminate colors or shades of colors, depth, texture and visual cues or signals.

WORKING CONDITIONS:

- This is a full-time position. Days and hours of work shall generally be Monday through Friday from 8:30 a.m. – 5:00 p.m.
- No outside employment shall be permitted unless approved by the Board or membership in any organizations that may cause a conflict of interest with his/her position at the Authority.
- No smoking is permitted in Authority buildings, vehicles or on worksites. Smoking is permitted during lunch and break times outdoors.
- This is a drug free work environment. Drug and alcohol testing is administered in accordance with BCRA's Employee Manual.

OTHER DUTIES

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.