

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Operations Technician I
DEPARTMENT: Public Works
DIVISION: Utilities
REPORTS TO: Division Chief
FLSA STATUS: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

This position includes the responsibility of monitoring, supporting, and maintaining environmental operations across the Department of Public Works – Utilities Division, performing routine system checks, data collection, assisting in incident response and maintaining compliance with regulatory requirements. Employees will be required to work overtime, holidays, weekends, and on-call duty for emergencies and rotating shifts as needed.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Perform county wide installation of new water meters and related infrastructure.
- Maintain accurate documentation, including as-built drawings and GPS (latitude, longitude, and elevation) coordinates for all water meter locations. Ensuring that mapping data is properly integrated into the department's GIS or asset management systems.
- Respond to alerts/alarms; perform initial investigation, escalate to supervisors as necessary.
- Assist with routine operational tasks and maintenance activities (under supervision): sample collection, equipment checks, housekeeping, recording maintenance work.
- Communicate with operations staff, supervisors and contractors regarding status of facility, incidents, and maintenance needs.
- Maintain and update documentation: logbooks, operating procedures, shift reports.
- Support compliance audits and inspections; ensure data accuracy and regulatory documentation is current.
- Ensure compliance with all Federal, State, County and Local laws, regulations, standards, and policies.
- Assist Maintenance and Operations staff with leak detection and emergencies as needed.
- Provide assistance to Inventory Warehouse as needed.
- Perform fire hydrant maintenance and flushing as needed.
- Conduct Miss Utility line locates and report status upon completion as needed.
- Perform continuous monitoring of all water and wastewater treatment facilities using the department's Supervisory Control and Data Acquisition (SCADA) systems or other process control systems. Identify and respond to system alarms and operational trends to maintain optimal plant performance and compliance.
- Log and monitor the processes of water and wastewater facility parameters (flows, pressures, pH levels, turbidity, etc.) to make adjustments that maintain proper chemical balance, effective disinfection, corrosion control, and optimal treatment efficiency.
- Other related duties as assigned and required.

QUALIFICATIONS:

This position requires strong organizational skills due to the required paperwork for each meter installation. It also requires strong computer skills for work associated with compiling data and generating reports. Conscientious, self-motivated, and must be able to receive directions from supervisors and complete tasks without constant supervision. Knowledge of mechanical, electrical, and instrumentation components and associated equipment preferred. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience:

- High school diploma or equivalent

Knowledge, Skills, and Abilities:

- Language skills sufficient to communicate effectively written and verbally with supervisors, co-workers and the public.
- Ability to perform basic problem solving and calculate flow, pumping, chemical feed and dosage rates.
- The ability to define and analyze problems, collect data, establish facts, and draw valid conclusions. The ability to interpret an extensive variety of technical instructions.

Certificates and Licenses:

- Valid driver's license
- Water and Wastewater licenses classes 3-5 will be required within 3 years of employment; training will be provided.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work requires frequent bending, stooping, reaching, climbing, walking, and crawling in tight spaces and heavy lifting up to 80 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work occurs in all weather conditions with frequent exposure to outdoor temperatures and includes several trips a day to different locations. Electrical hazards are also present with this position. Limited work involved with this position takes place indoors.