

GARRRETT COUNTY GOVERNMENT
JOB DESCRIPTION

JOB TITLE: Electrical, Instrumentation & Controls Technician
DEPARTMENT: Public Works
DIVISION: Utilities
REPORTS TO: Assistant Division Chief – Maintenance
FLSA STATYS: Non-exempt

SUMMARY: Install, maintain and repair electrical instrumentation and controls as listed below and maintain cable, heat and exhaust systems in water and wastewater treatment plants and pumping stations and all other locations owned or operated by the Garrett County Department of Public Works – Utilities Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Read, understand and interpret schematics, ladder drawings, technical specifications and manufacture's manuals related to repair, maintenance and troubleshooting of electrical instrumentation and control equipment.
2. Install, maintain, repair and troubleshoot electrical systems including, but not limited to: generators, PLC's, electric motors, motor controls, flow equipment, alarm and telemetry systems, heating and exhaust systems, conduits, cable and relays.
3. Perform preventative maintenance in accordance with established procedures.
4. Provide technical guidance to operations and maintenance personnel and provide suggestions to improve service and operations.
5. Provide electrical expertise including technical review for in-house modifications, additions and major repairs.
6. Contact and work with independent contractors regarding electrical instrumentation and control system repairs and installations.
7. Coordinate with Warehouse staff to maintain an inventory of electrical parts and equipment sufficient to perform repairs and complete normal installations.
8. Assist in repairs of water and sewer leaks.
9. Must be available to work overtime, holidays, weekends, for emergency call-out situations and on-call rotation.
10. Other duties may be assigned.

QUALIFICATIONS:

This position requires knowledge of installation, maintenance, testing and repair of electrical instrumentation and control equipment and related systems; skill in the techniques of handling tools and equipment used in the electrical trade; and knowledge of safety standards and practices applicable to the repair and maintenance of electrical instrumentation and control equipment and related systems, and to provide corrective measure for resolution of problems. The ability to develop work procedures that will provide minimum interference with plant operations. The ability to read, interpret and review engineering plans and specifications and to make simple sketches of electrical parts or systems.

EDUCATION and/or EXPERIENCE:

- ❖ Graduation from High School or GED
- ❖ Five (5) years of related experience or equivalent education in electrical instrumentation and control system maintenance, installation and repair.
- ❖ Employee is encouraged to attend classes, seminars, etc. in order to improve knowledge of job related skills.

LANGUAGE SKILLS:

This position required language skills sufficient to communicate effectively with supervisors, co-workers and the public.

MATHEMATICAL SKILLS:

This position requires the ability to perform basic problem solving related to job duties.

REASONING ABILITY:

This position requires problem solving abilities sufficient to deal with customers, co-workers and the public on a daily basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

Electrician must have pertinent certificates and/or licenses related to job duties.

PHYSICAL DEMANDS:

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Confined space entry is required. Must be agile enough to navigate construction sites, climb water tanks and inspect construction within excavations. During emergencies, employee can be on their feet up to 18 hours. Exposure to hazardous materials and wastewater is likely.

WORK ENVIRONMENT:

Work occurs in all weather conditions with frequent exposure to outdoor temperatures and includes exposure to raw and treated human wastewater and contact with various chemicals used in water and wastewater treatment process. Electrical hazards are also present with this position. Confined space entry is a requirement of this position.