

# GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

**JOB TITLE:** Utilities Specialist  
**DEPARTMENT:** Public Works  
**DIVISION:** Utilities  
**REPORTS TO:** Division Chief  
**FLSA STATUS:** Exempt

**SUMMARY:** Performs in depth utility planning, regulatory research, and evaluates the specifications involving all aspects of utility work within the county. Reviews proposed infrastructure engineered plans for development and conducts inspections during installation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. As directed, review plans for new installations and upgrades, including new services, repairs, pump stations and treatment facilities.
2. Oversee Primex alarm system. Review current systems for upgrades, coordinate repairs, recommend sites for new systems, provide operating and proposed additional costs.
3. Assist with the implementation of the county utility GIS system to include reviewing plans, scanning plans, reviewing work orders for line and valve adjustments, maintaining and updating the system in concurrence with the Department of Planning
4. Assist with Miss Utility locates to include marking the lines, emergency locates, and initiating the locates when requested.
5. Performs annual fixed asset inspections, generates reports involving repairs, replacement, and any recommended upgrades.
6. Conducts annual insurance review on utility facilities to include recommending new additions and removing decommissioned assets.
7. Reviews and recommends updates to utilities guidelines and new infrastructure requirements.
8. Drafts a scope of work for various projects and upcoming bid items.
9. Acquires quotes for purchases and information relating to annual budget.
10. Assists with capital projects and performs inspections when requested.
11. Other duties may be assigned.

### **QUALIFICATIONS:**

Required to have working knowledge of all mechanical and electrical methods, materials, equipment, and tools needed to repair and maintain all systems related to the Department of Public Works – Utilities Division.

### **EDUCATION and/or EXPERIENCE:**

- ❖ High School diploma or GED
- ❖ College degree with background in mechanical or electrical related fields or field experience with mechanical or electrical related to water and sewer systems.
- ❖ Five years or more of related experience is preferred.

**LANGUAGE SKILLS:**

This position requires language skills to communicate orally and in written form with workers, contractors, developers, and Superintendent.

**MATHEMATICAL SKILLS:**

This position requires math skills to calculate areas, flow rates, pumping rates, electrical requirements and head pressures for water and sewer systems.

**REASONING ABILITY:**

Required to have strong background in mechanical and electrical to make reasonable recommendations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver's License

**PHYSICAL DEMANDS:**

This person must be capable of being on their feet the majority of the day. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Confined space entry is required, frequent visits to construction sites, climbing water tanks, inspecting construction within excavations, exposure to hazardous materials and wastewater. During emergencies, can be on feet up to 18 hours, agile enough to traverse construction sites, climb structures, etc.

**WORK ENVIRONMENT:**

Most of the work involved with this position takes place in an office with required job site visits when requested. Electrical hazards are present with this position.