

**GARRETT COUNTY GOVERNMENT
JOB DESCRIPTION**

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

SUMMARY: Responsible for all repairs and maintenance to water and sewer transmission lines, water treatment plants, sewer treatment plants and pump stations. Supervision of all maintenance personnel, responsible for overseeing all work orders for repairs to completion, file all work orders. Strive to develop the most effective way to repair and maintain water and sewer systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Delegate daily duties to maintenance personnel.
2. Track the daily progress of all maintenance work from start to completion being done by the maintenance department, builders, and contractors.
3. Manage and administer the Preventative Maintenance Program.
4. Make sure all developers, builders, and contractors are in compliance with all departmental guidelines for water and sewer connections and upgrades.
5. Work with local municipalities to help resolve water and sewer problems that are beyond their ability to handle.
6. Reviews, approves and then forwards invoices for payment of department expenditures to the Division Chief.
7. Provides budget information to the Division Chief.
8. 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. Training in management and supervision of personnel and strong office skills.

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 relating to water and sewer systems.

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

REASONING ABILITY:

The manager needs to use sound judgment and knowledge of treatment systems to make the appropriate decisions concerning the maintenance of water and wastewater plants that impact water quality and quantity for the citizens of Garrett County. Required to have strong background in mechanical and electrical to make decisions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

An electrician's license is preferred

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 outdoor environment dealing with raw and treated sewerage with hazards associated with wastewater treatment facilities and contact with chemicals used with the treatment of wastewater. Electrical hazards are present with this position. Confined space entry is also a requirement of this position. This position also requires time in an office for required paperwork and meetings.