



Engineering Technician Water System - Administration

WS-ADM/15-422

JOB SUMMARY

This position performs administrative and technical duties in support of department operations.

MAJOR DUTIES

1. Implementation and management of electronic filing system. Maintains database of all department records, monitors records retention schedules.
2. Maintains records and prepares reports necessary to ensure compliance with Georgia Environmental Protection Division.
3. Provides support for all divisions with gathering distribution data for the Interconnectivity Project; updates leak protection plans, downloads USGS data for drought management, tracks solids handling processing and performs other data management as needed.
4. Provides customer assistance; provides information concerning policies, explains permit procedures and regulations; records customer complaints and inquiries and refers to appropriate personnel.
5. Schedules employee training and public education activities; schedules field inspections and ensures follow up.
6. Assists in the preparation of the budget; prepares requisitions; orders supplies; receives and reports all office revenues.
7. Maintains department website.
8. Files documents; answers telephone; sorts and distributes mail.
9. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of records retention schedules.
2. Knowledge of modern office practices and procedures.
3. Knowledge of county budgeting procedures.
4. Knowledge of state and county regulations and department policies and procedures.
5. Knowledge of applicable laws, policies, and procedures.
6. Skill in the review and analysis of blueprints.
7. Skill in public and interpersonal relations.
8. Skill in oral and written communications.
9. Skill in the use of computers and job-related software programs.

SUPERVISORY CONTROLS

The Water System Field Operations Specialist assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include county development regulations and related state regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical and administrative duties. Frequent interruptions contribute to the complexity of the position.

- The purpose of this position is to provide administrative and technical support for department operations. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with other county personnel, builders, engineers, realtors, insurance agents, mortgage companies, homeowners, developers, state administrators and members of the general public.
- Contacts are typically to give or exchange information; resolve problems and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed in an office while sitting at a desk, intermittently sitting, standing, bending, crouching, and stooping or walking. The employee occasionally lifts light objects.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.

