**Position Title:** Operations Technician  
**Date:** 1/20/09

**Reports to:** Operations Manager  
**Department:** Public Works

**FLSA Status:** Non-Exempt  
**Positions Supervised:** None

**BASIC FUNCTION:** Under the general direction of the Operations Manager, carries out a variety of tasks to support the Operations Division. May conduct road maintenance, solid waste operations, building maintenance, and vehicle and equipment maintenance tasks as assigned. Will frequently travel to different islands and different work locations. Travel to and from work locations will be paid by employer. Carries out assigned duties out in a safe, cost-effective, productive and customer-oriented manner. Adheres to the Department Core Competencies and represents County Government in a professional manner.

**MINIMUM QUALIFICATIONS:** High school diploma, or G.E.D. and two years of public works maintenance and operations work experience, and a valid Washington State Drivers License. Commercial Drivers License preferred, but not required. Ability to obtain a valid First Aid Card and flagger's card within 6 months of hire. Must live in San Juan County on a ferry served island. Any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job may be used to meet these requirements.

**PRINCIPAL DUTIES:**
*1. Conduct road maintenance duties, including operating equipment, as assigned.  
*2. Conduct operations at County solid waste transfer stations including operating equipment, processing the tipping floors, preparing and staging long haul trailers, and scale shack operations.  
*3. Assist Facilities Division personnel with small construction and repair projects at county facilities as needed.  
*4. Assist vehicle and equipment repair personnel with maintenance of shop facilities, cleaning and moving equipment, and assisting mechanics as needed.  
*5. Provides technical engineering support in area of surveying including such tasks as: set hubs and stakes, Rodman, clear brush, uses hand level, recording data.  
*6. Conducts traffic flagging and traffic safety activities as needed.  
*7. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.  
7. Other duties as assigned.
ADDITIONAL QUALIFICATIONS

Knowledge of:
- Methods, materials, equipment, procedures and practices utilized in the construction, repair, and operation of public works facilities (roads, docks, ramps, structures), systems (solid waste and recycling), projects and functions.
- Work hazards and safety procedures related to district operations.
- Federal, State and local regulations affecting public works operations, environmental protection, and safety practices.
- County rules, regulations, and policies.

Ability to:
- Ability to learn and retain a diversity of field operations and procedures.
- Communicate clearly and concisely, verbally and in writing.
- Adapt well to a frequently changing work environment.
- Make sound decisions and use good judgment in both routine and emergency situations.
- Work outdoors in all conditions if necessary.
- Establish and maintain effective working relationships with officials, employees, and the public.
- Work under pressure and meet multiple ongoing deadlines.

Skill in:
- Operating equipment safely and effectively.
- Using small tools.
- Following directions.

PHYSICAL REQUIREMENTS: Frequent overtime working outside in extreme weather.
Frequent travel by small boat or airplane. May require being on-call during non-working hours. Some work inside a shop usually involving equipment maintenance. Exposure to dangerous conditions, such as motorists when flagging or during work on the roadsides, plowing and sanding on snow and ice and working in trenches around utilities. Exposure to work environment hazards requiring the use of protective equipment. Ability to lift 80 pounds. Possibility of being selected in random DOT Alcohol/Drug Testing. Requires the ability to see and hear with sufficient acuity for good communication.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, measuring tools</td>
<td>1</td>
<td>Daily x</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>.5</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Vehicles, boats</td>
<td>3</td>
<td>Monthly x</td>
</tr>
<tr>
<td>Telephone</td>
<td>1.2</td>
<td>x</td>
</tr>
<tr>
<td>Copy Machine/Fax</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Small tools</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Radios</td>
<td>.5</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Calculator</td>
<td>1</td>
<td>Monthly x</td>
</tr>
</tbody>
</table>