

## **ENCINA WASTEWATER AUTHORITY**

**DATE:** March 2013 (revised)  
**POSITION TITLE:** Electrical Instrumentation Specialist  
**DEPARTMENT:** General Services  
**SECTION:** Systems  
**REPORTS TO:** Systems Manager  
**FLSA STATUS:** Nonexempt

**POSITION SUMMARY:** Under the direct supervision of the Systems Manager, this position inspects, tests, programs, services, troubleshoots, and completes preventative maintenance tasks on Authority electrical and instrumentation equipment, process controls and monitoring equipment; supports Biosolids Environmental Management System (EMS) tasks; and, performs other related duties as assigned.

**SUPERVISORY DIMENSIONS:** None

### **ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Committed to the achievement of EWA's Mission and Vision, and personally exemplifies EWA's Values.
- Designs, installs, tests, adjusts, modifies, and maintains digital and logic circuitry, microprocessor controlled devices and elements, such as programmable logic controllers, process control equipment, telemetering devices, recorders, sensors, alarms, and controllers on water and wastewater treatment process instruments and devices.
- Ensures safe, effective and efficient methods of operating and maintaining hand and power tools, electrical system testing equipment and meter calibration instruments.
- Recognizes malfunctioning equipment and uses advanced troubleshooting methods and skills to diagnose, analyze, recommend and complete required repairs.
- Maintains various electrical, pneumatic and electronic controls, alarm and telemetry systems, programmable controllers and related equipment.
- Prepares purchase requests for parts and materials; contacts vendors for pricing of specialized parts and services; and oversees and inspects work performed by outside vendors.

- Generates programming documentation and preventative maintenance reports.
- Assists in budget preparation with recommendations to include requirements, tools, equipment, contract services, warehouse spare parts, and future plant and remote facilities capital expenditures.
- Performs corrective maintenance by inspecting equipment, checking voltage and amperage, tightening and cleaning equipment and locating potential problems.
- Performs electrical circuit installation for additions or modifications by bending and installing conduit, pulling wire, wiring circuits as shown on blueprints, and testing systems for proper installation.
- Maintains accurate documentation of parts and materials withdrawn from inventory.
- Proficient in microcomputer fundamentals and Microsoft Office applications, i.e. Access, Excel, Word, PowerPoint.
- Supports Biosolids Environmental Management System tasks as required.
- Drives Authority vehicles.
- Operates forklifts, utility carts, and other such equipment as required within the plant compound.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types Of Knowledge, Skills And Physical Abilities Required For These Duties:

- Knowledge of calibration methods and standards.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Knowledge of the safe and proper use of various hand and power tools, test meters and equipment to troubleshoot, repair, adjust and perform preventative maintenance on pneumatic and electronic process controls and measurement systems, instrumentation systems, electronic meters, programmable controllers and related equipment.
- Ability to read and interpret computer logic diagrams, programming guides, electrical drawings, control loop diagrams, schematics, blue prints, maintenance manuals, technical bulletins, ladder diagrams, troubleshooting guides and preventive maintenance instructions.
- Ability to use frequency monitors, programmers, counters, calibration software and hardware, oscilloscope, personal computer and signal generators to diagnose, repair and calibrate defective electrical, electronic and pneumatic components and subassemblies.

- Ability to detect and correct controller programming errors and program digital and smart devices.
- Ability to generate accurate and effective maintenance records, status reports, data and maintenance logs and effectively respond to oral directions and requests.
- Ability to withstand strenuous physical activities for extended periods of time including lifting, bending, carrying, crawling and climbing.
- Ability to withstand exposure to varying weather conditions, work in wet and/or odorous areas, and work in confined areas, tanks and structures.
- Ability to respond to 24-hour call-ins, work varying hours, weekends, holidays and days off, and perform stand-by duty as needed.
- Ability to establish and maintain cooperative working relationships that foster a team approach.

**EDUCATION REQUIREMENT:** Graduation from High School or equivalent. Training in electrical troubleshooting and repair and other related specialty course work is desired but not required.

**EXPERIENCE REQUIREMENT:** A minimum of three (3) years experience performing a variety of troubleshooting, corrective repairs, preventative maintenance tasks and adjustments to the types of electronic and pneumatic controls, telemetry systems and motor controls found in a wastewater treatment plant.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

**CERTIFICATION REQUIREMENT:** California Water Environment Association (CWEA) Electrical/Instrumentation Certification Grade III is desired but not required.

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel or operate objects, tools, or

controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

### **Mental Demands**

While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

**WORK ENVIRONMENT:** While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas.

**RESPIRATORY PROTECTION POLICY/PROGRAM REQUIREMENT:** This position must comply with the Authority's Respiratory Protection Policy/Program and Operating Procedures for Self Contained Breathing Apparatus and Air-Purifying Respirators.

**QUALIFICATIONS:** Ability to pass Authority pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.**