

Water Authority Position Description

ELECTRONICS TECH

Status	Position Code	Level	Date
APPROVED	ELTE	B90	Dec 2012

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PROGRAM, TEST, MAINTAIN, REPAIR AND INSTALL ELECTRONIC, ELECTRICAL AND MECHANICAL INDUSTRIAL CONTROL SYSTEMS. PLAN AND IMPLEMENT PREVENTIVE MAINTENANCE SCHEDULES FOR ASSIGNED EQUIPMENT.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATES DEGREE IN ELECTRONICS, ELECTRICAL ENGINEERING, INSTRUMENTATION OR A RELATED FIELD, PLUS FIVE (5) YEARS ELECTRONIC SYSTEMS INSTALLATION, MAINTENANCE AND REPAIR EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.
POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER. MUST SUBMIT TO OZONE MEDICAL EXAM, AS APPROPRIATE TO THE JOB POSITION, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL SUPERVISION FROM ASSIGNED MAINTENANCE SUPERVISOR.
MAY EXERCISE TECHNICAL AND FUNCTIONAL LEAD OF STAFF.

ESSENTIAL FUNCTIONS

1. INSTALL, TEST, DIAGNOSE, REPAIR AND MAINTAIN ELECTRONIC EQUIPMENT OR SYSTEMS WITHIN ASSIGNED DIVISION TO INCLUDE PROGRAMMABLE LOGIC CONTROLLERS, TELEMETRY AND CONTROL CIRCUITS, RADIOS OR OTHER EQUIPMENT. PLAN AND IMPLEMENT PREVENTIVE MAINTENANCE SCHEDULES FOR ASSIGNED EQUIPMENT.
2. PROGRAM AND TROUBLESHOOT PROGRAMMABLE CONTROLLERS AND ASSOCIATED ANALOG AND DIGITAL FIELD TRANSMITTERS AND TELEMETRY SYSTEMS AT REMOTE SITES WITHIN THE CITY AND COUNTY.
3. MAINTAIN, TROUBLESHOOTING AND REPAIR WATER AUTHORITY TELECOMMUNICATION SYSTEM AND ANTENNA.
4. MAINTAIN A TEST BENCH AND ASSOCIATED EQUIPMENT.
5. RESPONSIBLE FOR MAINTAINING APPROPRIATE ELECTRONIC SUPPLIES AND SUPPLY SOURCES FOR TIMELY REPAIR OF EQUIPMENT.
6. ORDER, RECEIVE, INSPECT, INVENTORY AND STOCK REPAIR PARTS, DIAGNOSTIC EQUIPMENT AND TOOLS.
7. PREPARE SERVICE ORDERS TO DOCUMENT REPAIR HISTORY OF EQUIPMENT. PREPARE AND MAINTAIN RECORDS OF WORK PERFORMED. SUBMIT REPORTS AS REQUESTED.
8. READ BLUEPRINTS, SKETCHES AND DIAGRAMS AND/OR RECEIVE VERBAL INSTRUCTIONS FOR THE LAYOUT OF ELECTRONIC AND MECHANICAL SYSTEMS. ASSIST IN THE PREPARATION OF SPECIFICATIONS FOR ELECTRONIC SYSTEMS AND EQUIPMENT.

SUPPLEMENTAL FUNCTIONS

1. ATTEND SEMINARS AND TRAINING PROGRAMS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PERTINENT, FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
 THEORIES AND PRACTICES OF ELECTRONIC EQUIPMENT DIAGNOSTICS AND REPAIR
 THEORIES AND PRACTICES SUPPORTING THE INSTALLATION, MAINTENANCE AND REPAIR OF ELECTRONIC CIRCUITS AND EQUIPMENT
 OPERATIONAL CHARACTERISTIC OF INTEGRATED OPERATOR PROCESS CONTROL SYSTEMS
 OPERATIONAL CHARACTERISTICS OF WASTEWATER DISTRIBUTION SYSTEMS, AND ASSOCIATED ELECTRICAL COMPONENTS
 PRINCIPLES AND PRACTICES OF PREVENTIVE MAINTENANCE ASSOCIATED WITH ELECTRONIC COMPONENTS
 BASIC TOOLS, METHODS AND TECHNIQUES USED IN THE REPAIR AND MAINTENANCE OF VARIOUS ELECTRONIC EQUIPMENT
 OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES
 MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT
 ADVANCED COMPUTER SYSTEMS, MAINTENANCE AND REPAIR ASSOCIATED WITH PROCESS CONTROL SUCH AS: ROCKWELL AUTOMATONS, RS-LOGIC 5000, 500, PANEL BUILDER 32, C-MORE, C-SCAPE, INSITE 6, ENERVISTA AND RADIO CONFIGURATION SOFTWARE

PREFERRED SKILL/ABILITY

INSTALL, TROUBLESHOOT AND MAINTAIN ELECTRONIC, MECHANICAL AND COMPUTER SYSTEMS
PERFORM CORRECTIVE AND PREVENTIVE MAINTENANCE ON ASSIGNED ELECTRONIC COMPONENTS
USE VARIOUS DIAGNOSTIC EQUIPMENT ASSOCIATED WITH ELECTRONIC REPAIRS
MAINTAIN APPROPRIATE SUPPLIES AND SUPPLY SOURCES FOR TIMELY REPAIR OF EQUIPMENT
ANALYZE, LOCATE AND CORRECT ELECTRONIC MALFUNCTIONS IN ASSIGNED EQUIPMENT
READ, INTERPRET AND PREPARE SCHEMATICS AND WIRING DIAGRAMS
PLAN AND IMPLEMENT PREVENTIVE MAINTENANCE SCHEDULES FOR ASSIGNED EQUIPMENT
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO ELECTRICAL ENERGY, INCLEMENT WEATHER CONDITIONS AND HAZARDOUS CHEMICALS.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: LIGHT TO MODERATE LIFTING AND CARRYING; STANDING, KNEELING, STOOPING, BENDING, AND WALKING FOR PROLONGED PERIODS; OPERATING MOTORIZED EQUIPMENT AND VEHICLES, WORKING IN CONFINED SPACES, CLIMBING TOWERS
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES