

Water Authority Position Description

INSTRUMENT TECH

Status	Position Code	Level	Date
APPROVED	INTC	B50	Mar 2017

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

INSTALL, CALIBRATE, REPAIR AND PROGRAM ALL ELECTRONIC INSTRUMENTS AND DEVICES TO ENSURE PROPER OPERATION OF THE WATER AUTHORITY'S WASTEWATER TREATMENT PLANT AND ASSOCIATED STATIONS.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN INSTRUMENTATION, ELECTRONICS OR A RELATED FIELD, PLUS TWO (2) YEARS INSTRUMENTATION AND ELECTRONIC EQUIPMENT REPAIR EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.
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 THE HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. PERFORM PREVENTIVE MAINTENANCE ON ALL INSTRUMENTS INCLUDING PRESSURE TRANSMITTERS, SWITCHES, VALVES AND CHLORINATOR MACHINES. PREPARE AND MAINTAIN RECORDS AND REPORTS ON ALL WORK PERFORMED.
2. CALIBRATE, TROUBLE SHOOT REPAIR AND MAINTAIN ALL INSTRUMENTATION, CONTROL CIRCUITS AND DEVICES.
3. OBTAIN WATER AND WASTEWATER SAMPLES. DETERMINE CORRECT OPERATION. PERFORM CALIBRATION OF VARIOUS CHEMICAL ANALYZERS AND TRANSMITTERS.
4. PROGRAM APPLICABLE SOFTWARE PROGRAMS TO IMPROVE PLANT OPERATIONS AND FUNCTIONS. REPAIR AND MAINTAIN RADIO TELEMETRY UNITS.
5. MAINTAIN, COMPILE AND UPDATE PLANT OPERATIONS LOGS AND REPORTS. PERFORM AND RECORD MATHEMATICAL CALCULATIONS RELATED TO PLANT OPERATIONAL ACTIVITIES.
6. MAKE REQUIRED ADJUSTMENTS TO INSTRUMENTS THAT MAINTAIN APPROPRIATE LEVELS OF CHEMICALS IN WATER SUPPLY.
7. ENSURE ADHERENCE TO SAFE WORK PRACTICES AND PROCEDURES.

SUPPLEMENTAL FUNCTIONS

1. ASSIST IN THE WIRING, INSTALLATION AND REPAIR OF ELECTRICAL EQUIPMENT.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF WASTEWATER-TREATMENT PLANT OPERATIONS AND MAINTENANCE
PRINCIPLES, PRACTICES, PROCEDURES AND APPROPRIATE EQUIPMENT FOR ELECTRONIC TROUBLESHOOTING, CALIBRATION, AND PREVENTIVE MAINTENANCE OF INSTRUMENTATION EQUIPMENT
SAFETY REGULATIONS PERTAINING TO WASTEWATER-TREATMENT PLANT OPERATIONS AND EQUIPMENT USAGE
PROCEDURES OF ELECTRONIC TROUBLESHOOTING
THEORIES OF ELECTRONIC DIGITAL AND ANALOG CIRCUITRY
TOOLS AND EQUIPMENT USED IN ELECTRONIC CALIBRATION
PRINCIPLES AND PRACTICES OF PREVENTIVE MAINTENANCE AS RELATED TO INSTRUMENTATION EQUIPMENT
PRINCIPLES OF BASIC MATH, ALGEBRA, GEOMETRY AND TRIGONOMETRY
METHODS AND TECHNIQUES OF CHEMICAL TESTING
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

OPERATE AND MAINTAIN WASTEWATER-TREATMENT PLANT EQUIPMENT
TROUBLESHOOT, REPAIR, OPERATE AND MAINTAIN WASTEWATER TREATMENT PLANT
ELECTRONIC AND PNEUMATIC EQUIPMENT
MAINTAIN PERTINENT RECORDS AND COMPILE DATA INTO WRITTEN REPORTS
OBTAIN WATER SAMPLES AND CONDUCT APPROPRIATE CHEMICAL TESTS
USE A MULTIMETER AND VARIOUS CALIBRATION DEVICES
PERFORM A VARIETY OF MANUAL LABOR DUTIES
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
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

WASTEWATER-TREATMENT PLANT ENVIRONMENT; EXPOSURE TO HEAT, COLD, NOISE,
GREASE, HAZARDOUS CHEMICALS; WORK IN OR WITH WATER; WORK IN CONFINED
SPACES; WORK ON SLIPPERY OR UNEVEN SURFACES; WORK WITH MACHINERY.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS WALKING, STANDING OR SITTING FOR
PROLONGED PERIODS; HEAVY, MODERATE OR LIGHT LIFTING, CARRYING AND
OPERATING MOTORIZED EQUIPMENT.
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES