PERSONNEL COMMITTEE

12-0419R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF INSTRUMENT TECHNICIAN, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of instrument technician, which were approved by the civil service board on June 5, 2012, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 30. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:

Department Director

Approved for presentation to council:

Chief Administrative Officer

Approved as to form:

Attorney

Approved:

Auditor

HR TS:ao 8/8/2012

STATEMENT OF PURPOSE: This classification has been created as a result of the SCADA advancement and other updated technologies within the city. This classification will be responsible for maintaining and repairing a variety of instrumentation, SCADA, electronic processing and control equipment. The pay range negotiated for the classification is Range 30, $3,718 to $4,417 per month.

INSTRUMENT TECHNICIAN

SUMMARY/PURPOSE:

To maintain and repair a variety of instrumentation, SCADA, electronic processing and control equipment. The work involves installation, modification, preventive maintenance, troubleshooting, and repairs of the City Utilities' metering, transmitting and recording instruments, sensors, flow monitoring equipment and computer equipment; and performs other maintenance work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Installs, maintains and repairs a variety of electronic and pneumatic instruments such as telemetering devices, PLC's, transmitters, receivers, sensors, monitoring equipment, flow meters, and other instruments.
2. Maintains and repairs the computer equipment associated with City Utilities SCADA monitoring and control systems, including all input and processing equipment to ensure that accurate data is received and processed.
3. Operates standard diagnostic and repair equipment and tools to properly complete the preventive maintenance or repair projects.
4. Installs electrical, electronic, pneumatic and mechanical components.
5. Assists other staff and consulting specialists in the installation, modification, maintenance and repair of instrumentation and electronic processing equipment.
6. Reads and interprets blueprints, drawings, manuals, and output data to diagnose and repair equipment.
7. Cleans the work area after completion of a project, keeps tools and equipment in good working condition.
8. Prepare material lists and costs estimates.
9. Attend training sessions as deemed appropriate by supervisors.
10. Performs maintenance duties as assigned.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

1. Education and Experience requirements:
   - A. Possess a minimum of four years of full-time equivalent work experience as an instrument or computer repair technician, working with installation, maintenance and repair of electronic monitoring and processing equipment.
   - B. Experience with water, wastewater and gas controls and instrumentation preferred.
   - C. Experience with programmable logic controls, specifically Allen Bradley and Rockwell RS5000 preferred.
   - D. Experience with GE-MDS Ethernet Radios preferred.
   - E. A combination of education, experience, and training considered by Human Resources to be equivalent to the above.
2. License Requirements:
   - A. Possession of a valid Minnesota Driver's License or equivalent.

B. Possession of a Minnesota Maintenance Electrician License or equivalent.

3. Knowledge Requirements:

A. Knowledge of the various types of electrical instruments, equipment and components and the standard practices, materials and processes of the instrument and computer repair trade.

B. Knowledge of basic PLC block diagrams and ladder logic programming.

C. Knowledge of the NEC and NFPA guidelines.

D. Knowledge of and ability to repair electronic circuits.

E. Knowledge of safe working practices and ability to perform work in a safe manner.

4. Skill Requirements:

A. Skill in diagnosing, maintaining and repairing diverse electrical and electronic equipment at a component level.

B. Skill in communicating to other to determine the nature of equipment malfunctions and assists with problem diagnosis.

C. Skill in manipulating tools and equipment using fine hand movements.

D. Skill in reading and interpreting blueprints and schematic drawings.

E. Skill with Ethernet network architecture.

5. Abilities Requirements:

A. Ability to use hand and power tools.

B. Ability to solder.

C. Ability to work from drawings and specifications.

D. Ability to read and interpret logic drawings and schematic diagrams.

E. Ability to operate test equipment.

F. Ability to understand and implement oral and written instructions.

G. Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.

H. Ability to make repairs on electrical and electronic components.

I. Ability to work independently without direct supervision.

J. Ability to respond to a call outs after completion of regular assigned work hours.

6. Physical Abilities Requirements:

A. Ability to work outside year round.

B. Ability to work from ladders or scaffolds up to fifty feet high.

C. Ability to work in confined spaces.

D. Ability to routinely lift and carry equipment weighing up to 40 pounds and occasionally lift and carry with assistance equipment up to 70 pounds.

E. Ability to stand, walk, kneel, crouch and stoop, as needed to perform work actives.

F. Ability to attend work on a regular basis.