



CITY OF ALACHUA

JOB DESCRIPTION

WATER/WASTEWATER INSTRUMENT TECHNICIAN

DEPARTMENT: Public Services: Water/Wastewater Divisions

REPORTS TO: Wastewater System Supervisor

SUPERVISES: None

FLSA: Non-exempt

GENERAL DESCRIPTION:

This is journey level technical and mechanical work in the installation, calibration and maintenance of all electrical and electro/mechanical instrumentation and control systems. Work is performed of general direction of Water and/or Wastewater Supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Follows all safety protocols.
2. Assists and performs installation, maintenance, calibration, and repair of electrical and electronic water/wastewater plant equipment working from blueprints, sketches and manufacturer's instructions.
3. Plans and lays out work; estimates material and equipment needs; keeps work, time and material records; makes reports on work performed and requisitions required materials.
4. Maintains work records and work management system for all activities; maintains records of parts and inventories.
5. Uses advanced electronic diagnostic equipment.
6. Performs follow up action on work performed.
7. Performs maintenance and calibration on electric and electro mechanical, and electronic equipment used to control and monitor chemical feeder equipment, pump controls, flow controls and equipment status controls.
8. Calibrates and repairs computer and associated equipment.
9. Schedules maintenance and calibration of equipment per industry best practice and need require.
10. Prepares requisitions for supplies and repair parts.
11. Prepares reports and keeps records.
12. Operates, programs, and/or troubleshoots computers and other automated equipment.
13. Programs computer systems control systems to include programmable logic controllers, VFDs and soft starters.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices pertaining to the installation, adjustment, maintenance and repair of instruments. Knowledge of occupational hazards and accident prevention methods in assigned area of responsibility. Skill in the installation and adjustment of instruments and in the use and care of tools and equipment pertaining to the installation and adjustment of instruments. Ability to read blueprints and electrical and electronic schematics. Ability to inspect and analyze instruments to defects in their operations and to make necessary corrective adjustment. Ability to lay out and fabricate electronic and electrical equipment to be used in the treatment of water or wastewater. Able to work safely on equipment with voltages up to, 3-phase & 480 AC.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. College courses in mechanical

engineering and six (6) years of experience in the installation, maintenance and adjustment of plant instruments or electronic equipment. Must have excellent working knowledge of the maintenance and calibration of instruments and metering equipment and water and wastewater treatment.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid State of Florida Driver’s License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Heavy (45 pounds and over) lifting and carrying.
- Climbing.
- Depth perception.
- Distinguish colors.
- Walking.
- Smelling.
- Driving.

ENVIRONMENTAL CONDITIONS:

- Works inside.
- Works outside in various weather conditions with: noise, chemicals, electrical energy or radiant energy, odors.
- Slippery surfaces.
- Uneven surfaces.
- Vibrations.
- Heights up to 30 feet.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature