



## Title: Instrument Control Technician II

FLSA Status: (Non-Exempt)

### BRIEF DESCRIPTION:

The purpose of this position is to perform skilled control system maintenance and repair of water and wastewater equipment. This is accomplished by performing general and preventative maintenance on electrical controls, instrumentation, and equipment associated with water production control systems. Other duties may include completing related tasks as assigned. Shift work, weekends, holidays, standby duty, and call-back duty may be required.

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary   | (L) Light   | (M) Medium  | (H) Heavy   | (V) Very Heavy   |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions   |
|---|------|---|
| 1 | M    | Performs skilled preventative maintenance and repairs on electrical and mechanical water and wastewater systems and equipment and enters information into Computerized Maintenance Management System. |
| 2 | S    | Schedules preventative and corrective maintenance in Computerized Maintenance Management System.  |
| 3 | L    | Responds to SCADA systems user problems; identifies SCADA systems malfunctions and repairs. Refers major issues to operations personnel or vendor.  |
| 4 | M    | Tests, troubleshoots, locates, calibrates, repairs and performs preventive maintenance on a variety of industrial electrical and electronic systems.  |
| 5 | L    | Operates and administers complex systems including security, surveillance systems, close circuit televisions, chemical treatment and others as required.  |



**JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements |   |
|--|---|
| Experience                               | 2-4 years experience. Considerable previous experience required in the same or similar previous positions. The job requires a sound knowledge of common and uncommon techniques, concepts, methods, practices, use of forms, routines, etc., of complex nature.   |
| Education                                | Two year college program or equivalent combinations resulting in accumulation of similar knowledge or skills.   |
| Technical Skill                          | Advanced technical skills. Work requires advanced skills, specialized knowledge, and extensive expertise in approaches and systems.   |
| Physical Demands                         | Work requires heavy physical exertion and effort. Forces exerted are equivalent to lifting between 25 and 50 pounds. The need for physical stamina and endurance is great. The degree of physical strain produced on the job is high. It results in fatigue, and requires periods of rest. Job requirements for manual dexterity and physical manipulation are high. Work could involve the coordination of body movements involving various body postures.   |
| Contacts                                 | Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy. Improper handling would cause problems in relationships. Work involves occasional contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an occasional requirement to communicate information that people do not want to hear or may find upsetting. |
| Responsibility                           | The job requires some accountability for scheduling, assigning or coordinating work. Employees check the quality of work and provide guidance to others. Although the job does not require formal or official supervisory responsibility the incumbent serves as a lead or acts in a lead role. In addition, the employee may be expected to provide information or suggestions on others' performance.   |
| Accountability                           | Decision/action situations have a significant impact on the organization. Errors are difficult to detect and result in immediate impact on resources and continuing influence on operational effectiveness. Revenue, productivity, service, quality, security of assets or external relationships may be adversely affected. Corrections may be more costly than original action.   |
| Environment                              | Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.  |
| Safety                                   | Responsible for personal performance as a source of serious safety risk. Work involves the use of hazardous tools, equipment and/or materials OR ensuring organizational compliance with rules, procedures and legislation for safe operation of facility, safety and development of safe work procedures.  |
| Reading                                  | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Math                                     | Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |
| Writing                                  | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |
| Certifications & Other Requirements      | Two (2) Arizona Department of Environmental Quality (ADEQ) Grade 1 Certifications within the first year of hire and current Arizona Class "D" Drivers License.  |



**OVERALL PHYSICAL STRENGTH DEMANDS:**

| -Physical strength for this position is indicated below with “M”-                               |  |   |   |  |
|---|--|---|---|--|
| Sedentary   | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

| C<br>Continuously<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description-   |
|-------------------|-------------|---|
| Standing          | F           | Observing work site, observing work duties, communicating with co-workers |
| Sitting           | F           | Desk work, meetings, driving  |
| Walking           | F           | To other departments/offices, around work site                            |
| Lifting           | O           | Supplies, files   |
| Carrying          | O           | Supplies, files   |
| Pushing/Pulling   | F           | File drawers, tables and chairs   |
| Reaching          | F           | For supplies, for files   |
| Handling          | F           | Paperwork   |
| Fine Dexterity    | F           | Computer keyboard, telephone keypad, calculator                           |
| Kneeling          | O           | Filing in lower drawers, retrieving items from lower shelves/ground       |
| Crouching         | O           | Filing in lower drawers, retrieving items from lower shelves/ground       |
| Crawling          | O           | Under equipment   |
| Bending           | F           | Filing in lower drawers, retrieving items from lower shelves/ground       |
| Twisting          | F           | From computer to telephone  |
| Climbing          | F           | Stairs, step stools   |
| Balancing         | O           | On step stools  |
| Vision            | F           | Reading, computer screen, driving   |
| Hearing           | F           | Communicating via telephone/radio, to co-workers/public                   |
| Talking           | F           | Communicating via telephone/radio, to co-workers/public                   |
| Foot Controls     | F           | Driving   |
| Other             |             |   |



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Truck, variety of hand tools, pipe benders, instrument calibrators, standard office equipment, Microsoft Office, Internet, SCADA, laptop, GE Proficy, RS Logix, and Concept.

**ENVIRONMENTAL FACTORS:**

| C<br>Continuously           | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |  | D<br>Daily              | W<br>Several<br>Times per<br>Week | M<br>Several<br>Times per<br>Month | S<br>Seasonally | N<br>Never |
|-----------------------------|-----------------|-------------------|-------------|------------|--|-------------------------|-----------------------------------|------------------------------------|-----------------|------------|
| -Health and Safety Factors- |                 |                   |             |            |  | -Environmental Factors- |                                   |                                    |                 |            |
| Mechanical Hazards          |                 |                   | O           |            |  | Respiratory Hazards     |                                   | W                                  |                 |            |
| Chemical Hazards            |                 |                   | O           |            |  | Extreme Temperatures    |                                   | S                                  |                 |            |
| Electrical Hazards          |                 |                   | F           |            |  | Noise and Vibration     |                                   | W                                  |                 |            |
| Fire Hazards                |                 |                   | R           |            |  | Wetness/Humidity        |                                   | S                                  |                 |            |
| Explosives                  |                 |                   | N           |            |  | Physical Hazards        |                                   | D                                  |                 |            |
| Communicable Diseases       |                 |                   | O           |            |  |                         |                                   |                                    |                 |            |
| Physical Danger or Abuse    |                 |                   | N           |            |  |                         |                                   |                                    |                 |            |
| Other                       |                 |                   |             |            |  |                         |                                   |                                    |                 |            |

**PROTECTIVE EQUIPMENT REQUIRED:**

Arc flash suit, glasses, gloves, fire retardant clothing, face shield, hearing protection, safety footwear, and hard hat.

**NON-PHYSICAL DEMANDS:**

| F<br>Frequently<br>From 1/3 to 2/3 of the time | O<br>Occasionally<br>Up to 1/3 of the time | R<br>Rarely<br>Less than 1 hour per week | N<br>Never<br>Never occurs |
|--|--|--|----------------------------|
| -Description of Non-Physical Demands-          |  |  | -Frequency-                |
| Time Pressure                                  |  |  | F                          |
| Emergency Situation                            |  |  | O                          |
| Frequent Change of Tasks                       |  |  | F                          |
| Irregular Work Schedule/Overtime               |  |  | F                          |
| Performing Multiple Tasks Simultaneously       |  |  | F                          |
| Working Closely with Others as Part of a Team  |  |  | F                          |
| Tedious or Exacting Work                       |  |  | F                          |
| Noisy/Distracting Environment                  |  |  | F                          |
| Other  |  |  |                            |

**PRIMARY WORK LOCATION:**

|                                |   |          |  |
|--------------------------------|---|----------|--|
| Office Environment             |   | Vehicle  |  |
| Warehouse                      |   | Outdoors |  |
| Shop                           | X | Other    |  |
| Recreation/Neighborhood Center |   |          |  |