

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> AF052 WPC Instrument Tech
<b>POSITION #/TITLE:</b> 0272, 1074, 2080 WPC Instrument Technician	<b>Adopted:</b> 07-97
	<b>Revised:</b> 06-16

<b>POSITION DESCRIPTION</b>
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<b>Dept/Division:</b> Utilities/Water Pollution Control	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> AFS/AFSCME	<b>Salary Grade:</b> 28
<b>Reports To Position #/Job Code #/JC Title:</b> 0602/NB198/Electrical Systems Supervisor	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Requires the use of SCBAs, Physical Qualifications Test; Knowledge Test
<b>Personal Protective Equipment:</b> Fall protection, gas detection	

<b>General Statement of Duties</b>
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Provides technical services in electronic maintenance, with an emphasis on calibration and repair.

<b>Distinguishing Features of the Class</b>
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Works under general supervision and exercises discretion in work method and schedule.

<b>Examples of Essential Work (Illustrative Only)</b>
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Troubleshoots, maintains and repairs Programmable Logic Controllers (PLC), computers and communications systems at the Water Pollution Control Plant and lift stations;  
 Cleans, inspects and calibrates pneumatic, electrical and electronic instrumentation of various kinds;  
 Repairs, replaces and maintains recorders, transmitters and various kinds of laboratory test equipment as necessary;  
 Monitors computerized instrument panels;  
 Advises management on instrumentation malfunctions and maintenance needs;  
 Updates prints, schematics and technical manuals as modifications are made;  
 Wears and properly uses safety equipment including personal protective, fall protection equipment, self-contained breathing apparatus and gas detection equipment;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Considerable knowledge of basic electricity, theory and function of electronics and electronic instrumentation;  
 Specific knowledge of the theory, language and operation of Programmable Logic Controllers (PLC) and computer systems;  
 Knowledge of OSHA permit-required confined space entry protocol, respiratory protection standards, right-to-know laws, CPR, and First Aid;  
 Skill in reading, writing, and understanding the specialized vocabulary of wastewater treatment;  
 Skill in understanding the specialized schematics of computers and electronic instrumentation, and in the methods and techniques of maintenance and repair of electronic instrumentation;

Ability to properly utilize the following equipment and tools: electronic testing equipment, oscilloscope, voltmeter, ohmmeter, calculator, mechanical hand tools, hydraulic and pneumatic test equipment, personal protective equipment, gas detectors, fall protection equipment and self-contained breathing apparatus;

Ability to perform confined space entry, including rescue, using permit-required protocol;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

High school level course work in reading and math, supplemented by two years of electronic vocational training; and

One year of experience in maintenance and repair of electrical, electronic and computer equipment; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Required Special Qualifications**

Valid Iowa Driver's License upon appointment.

#### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to operate equipment and tools;

Sufficient manual dexterity, which permits the employee to operate equipment;

Sufficient personal mobility, which permits the employee to operate in confined spaces.