

SOUTH BAYSIDE SYSTEM AUTHORITY
Job Description
December 2006

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee

JOB TITLE: Plant Mechanic I - Instrumentation Technician

FLSA: Non-Exempt

SUMMARY

Under general supervision, performs skilled Instrumentation and minor electrical maintenance, installation and repair work at a modern wastewater treatment facilities and remote pumping stations, and assists Sr. Maintenance Staff in the instrumentation, mechanical, electrical, and structures maintenance and repair work at the wastewater treatment facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Note – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- From work orders, drawings, specifications, and verbal instructions, performs a variety of complex tasks and fabricates parts, fittings and assemblies used in the repair and construction of the plant and pump station facilities, treatment process units and their control systems.
- Performs a variety of duties as a member of confined space entry team.
- Takes part in the preventive maintenance, repair and installation of all electrical equipment.
- Participates in emergency response.
- Maintains various wastewater plant systems and equipment, such as pump systems, SCADA, gas detectors, electronic level, pressure and flow systems.
- Maintains and repairs laboratory equipment and instruments such as various meters, controllers, incubators, and samplers.
- Assists in the development and implementation of improvement projects for the facilities structures, systems and equipment.
- Assist in the writing of work plans.
- Uses hand and power tools, precision measuring instruments.
- Makes rough estimates of labor, materials, and supplies required for the performance of specific assignments.
- Keeps records; makes verbal and written reports.

- Assists other instrumentation technicians, mechanics, electricians, and plant staff in the performance of their work tasks.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

South Bayside System Authority policies and procedures.
 Standard practices, methods, tools, and materials of the electrical, instrumentation, and mechanical trades.
 Knowledge of National Electric Codes and OSHA regulations.
 Electrical and electronics trades.
 Mathematics, chemistry, and physics.
 Use of bench, hand and power tools, machines, and equipment of the mechanical trades.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, spreadsheet and other related software applications.

Ability to:

Manipulate hand tools.
 Ability to distinguish colors
 Perform heavy manual labor; work in awkward positions.
 Communicate effectively verbally and in writing.
 Work with accuracy and attention to detail.
 Operate PC and related software applications.
 Effectively organize and prioritize assigned work.
 Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

High School Diploma or an equivalent certificate or diploma recognized by the State of California.
 Three (3) years experience in semi-skilled and skilled instrumentation maintenance work involving electrical, instrumentation, and mechanical repair and installation.
 Valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk, stand, bend, stoop, kneel, and climb. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in indoor conditions. The employee is exposed to chemicals, fumes, and odors, works at heights, uses power tools, and works with and around machinery having moving parts. The employee is occasionally exposed to outside weather conditions, and operates a variety of powered vehicles and special purpose equipment, occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate to loud.