

JOB DESCRIPTION

JOB TITLE: Utility Maintenance Person – Instrument Technician (UMP-IT)
REPORTS TO: Plant Maintenance Manager I – Electrical and Instrumentation
DEPARTMENT: Operation and Maintenance
FLSA STATUS: Non-Exempt (Union)
GRADE: AFSCME Contract
SAFETY SENSITIVE: YES
SAFETY FOOTWEAR EXPOSURE LEVEL: HIGH
WRITTEN/REVISED: December 27, 2005 / June 22, 2021/September 3, 2021/February 10, 2022

JOB SUMMARY

This is a training position pursuant to achieving the qualifications as specified in the Collective Bargaining Agreement (CBA) and Maintenance Training Program guidelines to prepare the candidate to bid on the Instrument Technician (IT) position. Under general supervision, performs skilled work in maintaining and repairing District equipment, machinery, facilities, and grounds. Works with others in the installation, modification, maintenance, and repair of District equipment and structures. Performs other duties of a similar nature as may be required.

ESSENTIAL FUNCTIONS

Performs any combination of, but not limited to the following duties according to specific departmental guidelines:

- Assists in and performs instrumentation work such as installing, troubleshooting, repairing, maintaining, and calibrating plant instrumentation, including but not limited to electrical, pneumatic, hydraulic, electronic, and microprocessor-based equipment (calculate output values from operating variables, install conduit, pull wiring, and minor fabrication).
- Operates District vehicles and equipment.
- Participates in the Preventive and Predictive Maintenance Program of District facilities, including the inspection of instrumentation equipment.
- Assists and performs troubleshooting and analysis of faulty equipment.
- Utilizes the computerized maintenance management system to input and retrieve information.
- Responsible for observing safe work practices (e.g. electrical safety, proper use of personal protective equipment, and lockout/tagout).
- Performs other duties of a similar nature as may be required.

MINIMUM JOB REQUIREMENTS

EDUCATION

Candidate must possess a high school diploma, GED, or state-recognized equivalent.

EXPERIENCE

- Candidate must have the following experience to qualify for entry into the Maintenance Training Program (MTP): A candidate must possess two (2) years of industrial maintenance experience. Additional related education may be substituted for work experience.

OR

- Candidate must have the following experience to qualify for entry into the Maintenance Training Program (MTP) at the third milestone (M6000): A candidate must possess five (5) years of industrial instrumentation experience or related military experience and training. Successful completion of an accredited trade school in the electrical or instrumentation disciplines may be substituted for work experience.

OTHER REQUIREMENTS

LICENSURE AND CERTIFICATIONS

Candidate must possess a valid driver's license with a driving record in accordance with the District's acceptable guidelines.

A certificate of completion from an Industrial Machinery Instrument Technician or Millwright (Instrumentation) registered apprenticeship program approved by the Department of Labor is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Candidate must possess basic knowledge and skills in mechanical and/or instrumentation trades, including inspection and record keeping. A working knowledge of the hazards and safety precautions related to instrumentation work is required.
- Candidate must possess the ability to interpret illustrated parts breakdowns, engineering drawings, sketches and diagrams.
- Candidate must have the ability to successfully complete assessments to demonstrate aptitude in instrumentation, electrical, mechanical, or other job-related subjects as required.
- Candidate must have the ability to follow verbal and written instructions. Ability to make sound judgments and decisions based on interpretation of instrumentation data. Ability to use a variety of hand and power tools.
- Candidate must possess the ability to be reliable and punctual in reporting to work as scheduled.

PHYSICAL AND MENTAL REQUIREMENTS

During the course of performing the essential functions of this position, the employee must be able to compare, copy, compute, compile, analyze, coordinate, synthesize, negotiate and instruct. Ability to communicate while exhibiting strong interpersonal skills is required. Physical work will need to be performed, such as standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking and hearing. Ability to lift up to 70 lbs. on an occasional basis. Exposure to quiet, loud and very loud noises is encountered in this position. Position will require visual demands of near and far acuity, depth perception, accommodation and color vision. Exposure to extreme weather, atmospheric conditions, wet and/or humid conditions, hazards, vibrations and confined/restricted working environments are encountered in this position. Position required to sometimes perform confined space entry on the job. Employee must possess the ability to wear required respiratory protection devices, including not having facial hair that interferes with the facepiece-to-face seal.

DISCLAIMER: The information outlined in this job description indicates the general nature and type of work performed by employees within this classification. It is not intended to provide a comprehensive inventory of all duties, responsibilities or competencies required of employees within this classification.