

TITLE **Controls Technician**

CATEGORY Engineering

DESCRIPTION Incumbent is responsible for installation, repair, maintenance, inventory, condition rating and expansion of the Departments Supervisory Control and Data Acquisition system (SCADA), including operation & maintenance documentation for all facilities and associated equipment.

**ESSENTIAL JOB FUNCTIONS:**

- Work with SCADA Supervisor maintaining a SCADA System and associated equipment.
- Through consultation with PCWR staff, establish requirements for information to be obtained through the SCADA System as may be needed by other Divisions in support of their mission.
- Generate reports concerning facilities and associated equipment as may be required by other Divisions in support of their mission as required by the Supervisor.
- Maintain and disseminate all documents pertaining to the deployment and maintenance of the controls and instrumentation equipment.
- Perform testing and programming as required to establish and maintain operational suitability of the System controls and instrumentation equipment.
- In cooperation with the SCADA Supervisor develop and forecast replacement budgets for all existing facilities which contain controls and instrumentation equipment.
- Develop, research, compose, edit, and update controls and instrumentation equipment.
- Maintain Department's asset inventory and condition records including asset useful life and replacement value for the SCADA System.
- Ability to be on call 24 hours/7 days, as necessary.
- Prepare special reports for the SCADA Supervisor as required.
- Demonstrate regular and predictable attendance.
- Operate a motor vehicle as needed to perform the essential functions.

**NON-ESSENTIAL JOB FUNCTIONS:**

- Performs other job-related duties as needed.

**JOB REQUIREMENTS**

**Equipment:**

Ability to use the following equipment: vehicle, digital camera, calculator, adding machine, computer, small hand tools, man lift, and electrical test equipment.

**Critical Skills/Expertise:**

- Knowledge of wastewater and drinking water facilities and equipment.
- Knowledge of electrical motors, Programmable Logic Controllers, Variable Frequency Drives, automated and manual controls.
- Knowledge of power distribution, motor control centers, control integration and various electronic devices.
- Knowledge of safety practices and procedures.
- Ability to read, create and understand electrical drawings and schematics.
- Knowledge of Department goals, objectives, and functions.
- Ability to interpret or seek out available resources to obtain accurate information on policies, guidelines, and operating procedures.
- Ability to communicate effectively and professionally, both orally and in writing.

### **DIFFICULTY OF WORK**

- Work involves moderately complex, relatively standardized tasks, processes and operations following established procedures.

### **RESPONSIBILITY**

- Technician receives general guidance in the planning of procedures and methods to attain objectives. Errors in work may cause delays in work or losses in expenditures for materials and/or equipment or unjustified work time.

### **PERSONAL WORK RELATIONSHIPS**

- Incumbent has contact with co-workers, employees in the Department, and the general public. The purpose of these contacts is for explanation of work effort.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

#### **Physical Requirements:**

Incumbent performs heavy work which may require lifting up to one hundred (100) pounds occasionally. Ability to operate a motor vehicle.

#### **Physical Activity:**

Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, driving, and repetitive motions.

#### **Visual Activity:**

Incumbent performs work where the seeing job is close to the eyes.

#### **Job Location:**

Incumbent works inside and outside with exposure to outside weather conditions.

### **WORKING CONDITIONS**

Incumbent works inside and outside with exposure to temperatures that range from below 32 degrees to above 100 degrees for periods of more than one hour. Incumbent is occasionally exposed to hazards and atmospheric conditions.

### **TECHNICIAN FUNCTION**

#### **Technician Received:**

- Work methods and related problems: Incumbent is responsible for the means and methods for the accomplishment of work assigned.
- Productivity: Incumbent is responsible for ensuring that productivity standards are for his work efforts are met.
- Quality of Work Produced: Incumbent follows standards which are defined for the quality of work done to meet the Department goals.
- Budget: Incumbent maintains replacement and maintenance budgets for future replacement of wastewater and drinking water facilities and controls and instrumentation equipment.
- Departmental Objectives: Incumbent ensures compliance with Departmental objectives for the establishment of replacement value, condition and remaining useful life wastewater and drinking water facilities and equipment, which are set by the Director.
- Direction and/or guidance received from your supervisor: Incumbent receives direction and guidance from the Supervisor when needed.

**POSITION REQUIREMENTS** Associate degree in Electrical Engineering or Electrical Technology or related degree is required and three 3 years of experience in water resource practices or a combination of education and experience which is acceptable to PCWR. Must have a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

**FULL-TIME/PART-TIME** Full-Time

**SHIFT** Days

**UNION OR NON-UNION** Union Position

**CLASSIFIED OR** Classified

**UNCLASSIFIED**

**WORKING HOURS** Monday - Friday / 7:30am to 4:00pm

**SALARY** \$28.85 / Hourly

**POSITION** Controls Technician

**CLOSE DATE**

**POST INTERNAL DAYS** 0

**NUMBER OF OPENINGS** 1

**EXEMPT/NO N-EXEMPT** Non-Exempt

**REQ NUMBER** ENG-23-00015

**OPEN DATE** 12/12/2023

**LOCATION** Portage County Water Resources Department

**EOE STATEMENT** Portage County is an Equal Opportunity Employer. Applicants requiring reasonable accommodation with the application and/or interview process, please notify the person from whom you obtained this application. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability, veteran/reserve/national guard status, genetic information or any other legally protected status.

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

**PLEASE APPLY AT THE FOLLOWING LINK:**

[https://www.appone.com/MainInfoReq.asp?R\\_ID=5964517&B\\_ID=83&fid=1&Adid=0&ssbqcolor=17143A&SearchScreenID=21943&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=5964517&B_ID=83&fid=1&Adid=0&ssbqcolor=17143A&SearchScreenID=21943&CountryID=3&LanguageID=2)