

ESSENTIAL DUTIES

Electrical/Instrumentation Grade II

200. Essential duties identified on the Test Content Specifications for Plant Maintenance Grade I.
201. Performs common preventive maintenance by inspecting equipment, checking voltage and amperage, tightening and cleaning equipment and locating potential problems.
202. Performs common preventive and corrective maintenance by isolating power, grounding wires, troubleshooting problems, making repairs, restoring power and checking for proper operation.
203. Performs common electrical and instrumentation circuit installation for additions of modifications by bending and installing conduit, pulling wire, wiring in circuit as shown on blueprints and testing system for proper installation.
204. Maintains and repairs electrical and instrumentation equipment facilities such as motors, generators, switch-gears, substations and control equipment.
205. Tests, adjusts, modifies and maintains analog, digital and logic circuitry, microprocessor controlled devices, elements and components such as programmable logic controllers, process control equipment, telemetering devices, recorders, sensors, and controllers on water and/or waste water treatment process instruments and devices.
206. Prepares purchase requests for parts and materials and contacts vendors for pricing of specialized parts and services.
207. Generates power at pump stations during outages by connecting emergency generator to pump stations.
208. Establish and maintain effective working relationships.

ESSENTIAL DUTIES

Electrical/Instrumentation Grade III

300. Essential duties identified on the Test Content Specifications for Plant Maintenance Grade I, and Electrical Instrumentation Technology Grade II.

301. Supervises electrical instrumentation and power production systems staff to ensure division plans, goals, and objectives are met, including the development of recommendations regarding work organization, assignments, work schedules and staff training needs.

302. Conducts staff training and develops written training manuals.

303. Prepares performance evaluations and initiates disciplinary actions.

304. Assigns and participates in the work of skilled subordinate staff who design, install, test, adjust, modify and maintain digital and logic circuitry, microprocessor controlled devices and elements, such as programmable logic controllers, process control equipment, telemetering devices, recorders, sensors, alarms, and controllers on water and wastewater treatment process instruments and devices.

305. Performs and instructs staff in the safe, effective and efficient methods of hand and power tool operations and maintenance, electrical system testing and meter calibration.

306. Recognizes abnormally operating equipment and used advanced troubleshooting methods and skills to diagnose, analyze and recommend required repairs.

307. Assists in budget preparation with recommendations to include personnel requirements, tools, equipment, contract services, warehouse spare parts and future plant and pump stations capital expenditures for equipment and repairs required.

308. Performs the more complex corrective maintenance by inspecting equipment, checking voltage and amperage, tightening and cleaning equipment and locating potential problems.

309. Performs the more complex electrical circuit installation for additions or modifications by bending and installing conduit, pulling wire, wiring in circuit as shown on blueprints and testing systems for proper installations.

310. Maintains and repairs electrical equipment at pump stations such as motors, swithgears, substations and control equipment.

311. Generates power at pump stations during outages by connecting emergency generator to pump stations.