

ASSISTANT INSTRUMENT TECHNICIANDEFINITION

Under general supervision, assists in and performs technical duties in the Water Division's Supervisory Control and Data Acquisition (SCADA) system components.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists in the installation, servicing, software installation, software upgrades calibrating and repairing of instrument systems such as telemetry components, chemical concentration analyzers, and computer-based process control equipment on SCADA. Assists the instrument technician in his/her duties which include the calibration and testing of electronic and pneumatic instruments associated with the operational controls of the water system. Acts as liaison with the field operators by manning the operational control center in the absence of the instrument technician. Assists with maintaining inventories and coordinating work efforts with operational personnel. Performs some of the duties of the instrument technician in the latter's absence. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the entry level classification in the Instrument Technician series. This single-position classification assists the instrument technician with more complex duties and is expected to perform the less complex ones with progressively increased independence.

RECOMMENDED MINIMUM QUALIFICATIONS

Completion of probation as a Water Systems Operator I or II with the City of Santa Ana and/or completion of course work dealing with instrumentation and/or electronic controls courses at an accredited college or junior college resulting in the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic equipment; electrical circuits and wiring systems including the advanced principles of electrical and electronic theory; the theory, principles, and applications of solid state circuitry as used in computers and programmable controllers; occupational hazards and standard safety precautions necessary in the work.

Ability to: assist with analyzing problems and corrective procedures; establish and maintain effective working relationships with employees and the general public; understand and interpret written and oral instructions, including blueprints and wiring diagrams; keep records and prepare necessary reports as required.

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SPECIAL REQUIREMENT

Possession and retention of a valid California Class C Driver's License is a condition of employment. Incumbent must obtain and retain a valid California State Department of Health Water Distribution Certification, Grade 1 and a California State Department of Health Water Treatment Operator Certification, Grade 1 within 12 months from date of appointment in this classification as a condition of continued employment.

WORKING CONDITIONS

Work may occasionally be performed in hazardous areas, including but not limited to confined spaces, elevated surfaces, and high voltage equipment. Ability to lift and carry 90 lbs while working.

DESIRABLE CHARACTERISTICS

Successful performers are mechanically inclined and enjoy troubleshooting and maintaining a variety of electronic equipment. These self-starters keep abreast of new developments in their area of expertise and readily adapt to changes in the methods or equipment used in the instrumentation industry. They have an interest in programming/networking with computers and are safety-conscious individuals who work cooperatively with their supervisor and other City employees.

Class title established per Council Resolution No. 2007-045,
effective 7-1-07

Class specification prepared and approved: 7/07
ADA Approved: 7/07