

SOUTH CENTRAL WASTEWATER AUTHORITY

I. POSITION TITLE: CHIEF, PROCESS CONTROL

II. DEFINITION: Maintain Installation, repair, and perform calibration on instruments of systems. Update, maintain, and troubleshoot plant and field PLC's. Supervise and manage instrumentation technician(s). Provide maintenance support for the Process Control System for SCADA. Troubleshoot electrical control circuits, control equipment, and perform work on low as well as medium voltage equipment. Train ITechs staff on PLC's and system troubleshooting. Support operations staff 24/7. Work is performed under the general supervision of the Plant Manager.

III. EXAMPLES OF DUTIES: Calibrates instruments in accordance with manufacturers' specifications; inspects and analyzes treatment plant instrumentation to determine maximum operating efficiency; adjusts and maintains plant instruments. Update the SCADA system as requested by the plant manager and operations. Carries out a preventive maintenance schedule to keep all plant instruments operating properly. Keeps maintenance records and prepares reports as needed. Makes recommendations on instrumentation modifications to the plant manager. Performs skilled plant low voltage electrical work related to PLC's, MCC's, actuators, pumps, control systems, auxiliary power systems, data information systems, and major installations in plant facilities. Inspects and performs preventive maintenance on systems and equipment; Installs and maintains such specialized equipment as surveillance cameras, computer components, and electronic circuit boards. Tests and troubleshoots electrical and electronic components; repairs or orders and replaces components; rewires systems; and tests equipment prior to returning equipment to service. Reads diagrams, blueprints, specifications, and manuals for installation and repair projects. Maintains and services electrical test and repair equipment and hand and power tools; keeps inventory of frequently used supplies and parts. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and by directing or actively participating in a work team. Directs the work of less skilled assistants on specific projects; ensures that proper safety precautions are followed, particularly around energized circuits. Maintains records of work performed and materials used. May work from lift trucks, ladders and aerial lift platform devices.

IV. QUALIFICATION STANDARD:

EDUCATION: Trade school/college level course work for PLC's, MCC's, instrumentation and electrical.

SKILLS: Supervision. Operating and maintaining specialized tools and test and safety equipment of the instrumentation and electrical trade; safely using and maintaining hand and power tools and test equipment related to the work; directing and instructing others on a project basis; maintaining accurate records of work performed; reading and interpreting manuals, specifications, drawings and blueprints; using initiative and independent judgment within established procedural guidelines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; establishing and maintaining effective working relationships with those encountered in the course of the work.

ABILITIES: Mobility to work in an industrial wastewater treatment plant setting, including operating typical trade equipment, hand and power tools and standard office equipment, and to drive a motor vehicle; stamina to stand, walk and climb and to work in confined or awkward spaces for an extended period of time; strength to lift and maneuver materials and equipment weighing up to 75 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

V. WORKING CONDITIONS: Normal work hours are Monday through Friday from 7:00 a.m. to 3:00 p.m. On call 24 hours a day, 7 days a week. Must be accessible by telephone to respond to emergencies, as necessary. Work with exposure to hazardous chemicals and substances found in the wastewater treatment process. Must work in varying climatic conditions, may be regularly hot, cold, misty and/or unventilated. Work environment exposes employees to hazardous material (with approved protection).

VI. PHYSICAL REQUIREMENTS: Work requires ability to lift moderate loads (40 to 75 pounds). More than 50% of work involves walking, climbing, standing and/or bending. Work at times will be in an OSHA designated noise environment (more than 85 decibels). Employees must have the physical dexterity to accomplish the duties in the manner noted, as referenced in this and the above sections. Must be able to climb stairs and ladders. Must be able to use fall arresting safety equipment and work in a wet and slippery environment.

VII. OTHER: Must possess a valid driver's license and an updated DMV record.