

INSTRUMENT SPECIALIST

SUMMARY/PURPOSE

Position is responsible for the installation, repair, optimization, support and ongoing maintenance of the City gas, water and wastewater instrumentation and Supervisory Control and Data Acquisition (SCADA) systems for all associated end users.

DISTINGUISHING FEATURES OF THE CLASS

Employees at the Instrument Specialist level are distinguished from the Instrument Technician level by the reduced amount of guidance and instruction provided, reliance on outside contractors and a higher level of technical expertise and responsibility. This position exercises more independent discretion and judgment in the performance of its essential duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Install, maintain and repair a variety of electronic equipment necessary for the effective and safe operation of City Gas, water and wastewater through analysis, design, programming, networking, testing and integration of data processing system.
2. Perform SCADA file system configuration and management.
3. Recommend, schedule and perform SCADA software and hardware improvements, upgrades, patches, reconfiguration, backup, recovery and purchases.
4. Recommend and enforce policies, procedures and technologies to ensure SCADA data and server integrity.
5. Conduct research on emerging products, services, protocols and standards in support of SCADA systems software procurement and development efforts.
6. Manage SCADA end user accounts through safeguards, permissions, storage and overall access rights.
7. Operate standard diagnostic and repair equipment and tools to properly complete the preventive maintenance or repair projects.
8. Read and interpret blueprints, drawings, manuals, and output data to diagnose and repair equipment.
9. Coordinate with outside contractors and determine necessary level of involvement and oversight required.
10. Coordinate with other city departments and divisions as necessary.
11. Perform offsite visits across the city based on system needs.
12. Prepare material lists and costs estimates within assigned budget.
13. Attend appropriate training sessions.
14. Perform essential duties of Instrument Technician.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education and Experience Requirements
 - A. A minimum of four (4) years of experience as an Instrument Technician; or
 - B. A minimum of five (5) years of full-time equivalent work experience as an instrument or computer repair technician, working with installation, maintenance and repair of electronic monitoring and processing equipment; with at least one (1) year of experience with programmable logic controls, or critical subsystems and equipment such as HMI or SCADA control systems; or
 - C. Experience with water, wastewater and gas controls and instrumentation required.
2. License Requirements

- A. Possession of a valid Minnesota Class B Commercial Driver's License or equivalent.
 - B. Possession of a Minnesota Journeyman Electrician License or equivalent.
 - C. Completion of the Natural Gas Operator Qualifications (OQ) courses required as specified by the Chief Engineer of Utilities within six (6) months of hire and maintain certifications thereafter.
3. Knowledge Requirements
- A. Knowledge of the various types of electrical instruments, equipment and components and the standard practices, materials and processes of the instrument and computer repair trade.
 - B. Knowledge of basic PLC block diagrams and ladder logic programming.
 - C. Knowledge of the NEC and NFPA guidelines.
 - D. Knowledge of and ability to repair electronic circuits.
 - E. Knowledge of safe working practices and ability to perform work in a safe manner.
 - F. Working knowledge of network, PC and server operating systems, including Windows Servers.
4. Skill Requirements
- A. Skill in diagnosing, maintaining and repairing diverse electrical and electronic equipment at a component level.
 - B. Skill in communicating to other to determine the nature of equipment malfunctions and assist with problem diagnosis.
 - C. Skill in manipulating tools and equipment using fine hand movements.
 - D. Skill in reading and interpreting blueprints and schematic drawings.
 - E. Skill with Ethernet network architecture.
 - F. Skill in directing the work of others.
5. Ability Requirements
- A. Ability to use hand and power tools.
 - B. Ability to terminate conductors properly.
 - C. Ability to work from drawings and specifications.
 - D. Ability to read and interpret logic drawings and schematic diagrams.
 - E. Ability to operate test equipment.
 - F. Ability to understand and implement oral and written instructions.
 - G. Ability to prioritize, schedule, and coordinate work effort.
 - H. Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.
 - I. Ability to effectively communicate with individuals and groups, both verbally and in writing.
 - J. Ability to make repairs on electrical and electronic components.
 - K. Ability to work independently without direct supervision.
 - L. Ability to respond to a call outs after completion of regular assigned work hours.
 - M. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
6. Physical Ability Requirements
- A. Ability to work outside year round.
 - B. Ability to work from ladders or scaffolds up to 50 feet high.
 - C. Ability to work in confined spaces.
 - D. Ability to routinely lift and carry equipment weighing up to 40 pounds, and occasionally lift and carry with assistance equipment up to 70 pounds.
 - E. Ability to stand, walk, kneel, crouch and stoop, as needed to perform work activities.

- F. Ability to transport oneself to, from and around sites or projects, tests and other assignments.
- G. Ability to attend work on a regular basis.

HR: MC	Union: Basic	EEOC: Technicians	CSB: 05/02/2017	Class No:
WC: 7502	Pay:	EEOF: Utilities/Transportation	CC:	Resolution: