

PERSONNEL COMMITTEE

13-0622R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF INSTRUMENT TECHNICIAN.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of instrument technician, which were approved by the civil service board on December 10, 2013, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall remain subject to the city's collective bargaining agreement with its basic unit employees, that the pay range will change from Pay Range 30, \$3,822 to \$4,521, to Pay Range 31, \$3,979 to \$4,690 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:



Department Director

Approved for presentation to council:



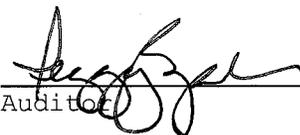
Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR TS:ao 12/6/2013

STATEMENT OF PURPOSE: The instrument technician classification maintains and repairs a variety of instrumentation, SCADA, electronic processing and control equipment related to the city utilities' metering, transmitting and recording instruments, sensors, flow monitoring equipment and computer equipment. Based on a recent review, it was determined that the position requires a higher level of knowledge, project management skills and some additional experience in order

to provide the services that are needed. This existing classification has been revised to require a journeyman electrical license rather than a maintenance electrician license, and a class B commercial driver's license as a minimum qualification. In addition, experience with programmable logic controls, or critical subsystems and equipment is now required, rather than preferred. Project leader language has also been added, along with several skills and abilities that reflect the duties of the position. The pay rate negotiated for this classification is Pay Range 31, pay rate of \$3,979 to \$4,690 per month. This is a change from Pay Range 30, pay rate of \$3,822 to \$4,521 per month.

INSTRUMENT TECHNICIAN

SUMMARY/PURPOSE:

To maintain and repair a variety of instrumentation, SCADA, electronic processing and control equipment. The work involves installation, modification, preventative maintenance, troubleshooting, and repairs of the City Utilities' metering, transmitting and recording instruments, sensors, flow monitoring equipment and computer equipment; and performs other maintenance work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):

1. Installs, maintains and repairs a variety of electronic and pneumatic instruments such as telemetering devices, programmable logic controls, transmitters, receivers, sensors, monitoring equipment, flow meters, and other instruments.
2. Perform a wide variety of journey level work in the analysis, design, programming, testing, installation, integration, and maintenance of data processing systems.
- 2.3. Maintains and repairs the computer equipment associated with City Utilities Supervisory Control and Data Acquisition (SCADA) monitoring and control systems, including all input and processing equipment to ensure that accurate data is received and processed.
- 3.4. Operates standard diagnostic and repair equipment and tools to properly complete the preventive maintenance or repair projects.
- 4.5. Installs electrical, electronic, pneumatic and mechanical components.
- 5.6. Assists other staff and consulting specialists in the installation, modification, maintenance and repair of instrumentation and electronic processing equipment.
- 6.7. Reads and interprets blueprints, drawings, manuals, and output data to diagnose and repair equipment.
- 7.8. Cleans the work area after completion of a project, keeps tools and equipment in good working condition.
- 8.9. Prepare material lists and costs estimates.
- 9.10. Attend training sessions as deemed appropriate by supervisors.
- 10.11. Performs maintenance duties as assigned.
12. Act as project leader on specified job assignments and provide direction and assistance to others involved.

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, skill, and/or ability required

1. Education and Experience requirements:
 - A. Possess aA minimum of four 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-
 - B. A combination of related education, above experience, and specialized training totaling five (5) years.
 - A.C.
 - B.D. Experience with water, wastewater and gas controls and instrumentation preferred.
 - C.E. Experience with programmable logic controls, specifically Allen Bradley and Rockwell RS5000 preferred.
 - D.F. Experience with GE- Industrial Wireless Communication Systems MDS Ethernet Radios preferred.
 - E. A combination of education, experience, and training considered by Human Resources to be equivalent to the above.

2. License Requirements:
 - A. Possession of a valid Minnesota Class B Commercial Driver's License or equivalent.
 - B. Possession of a Minnesota Maintenance-Journeyman Electrician License or equivalent.
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.
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 assists 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.
 - ~~E.F.~~ Skill in directing the work of others
5. Abilities Requirements:
 1. Ability to use hand and power tools.
 2. Ability to solder.
 3. Ability to work from drawings and specifications.
 4. Ability to read and interpret logic drawings and schematic diagrams.
 5. Ability to operate test equipment.
 6. Ability to understand and implement oral and written instructions.
 - ~~6-7.~~ Ability to prioritize, schedule, and coordinate work effort.
 8. Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.
 - ~~7-9.~~ Ability to effectively communicate with individuals and groups, both verbally and in writing.
 - ~~8-10.~~ Ability to make repairs on electrical and electronic components.
 - ~~9-11.~~ Ability to work independently without direct supervision.
 - ~~10-12.~~ Ability to respond to a call outs after completion of regular assigned work hours.
6. Physical Abilities Requirements:
 - A. Ability to work outside year round.
 - B. Ability to work from ladders or scaffolds up to fifty 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 actives.
 - F. Ability to attend work on a regular basis.

Anlst: TS	Class: 3235	Union: Basic	Pay: 30	CSB: 20120605
CC: 20120827	Res: 42-0419R	EEOC: Technician	EEOF: Utilities & Transportation	WC: 7502