



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## INSTRUMENTATION AND CONTROL TECHNICIAN I

<b>Group-Section:</b> Water System Operations Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 35 <b>Job #:</b> XA16
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### JOB SUMMARY

This is the entry level position performing Instrumentation and Control Technician I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level learn to apply basic skills in procedures, operations, techniques, tools, materials, and equipment appropriate to area of specialization; work assignments are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear cut and directly related.

### OVERTSIGHT

**Supervision Received:** For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

**Supervision Given:** None

### JOB DUTIES

1. Learns and assists in installing, testing, maintaining, troubleshooting, and repairing instrumentation, electronic equipment, and automated control systems.
2. Learns and assists in installing, maintaining, and repairing computer peripherals, data loggers, security systems, and uninterruptable power supplies. Learns and assists with installing, maintaining, and troubleshooting video conferencing and monitoring equipment.
3. Learns and assists to install, calibrate, maintain, and repair water quality and process control instrumentation including flow meters.
4. Learns and assists in installation, troubleshooting, maintenance, field testing, and adjustment of Supervisory Control and Data Acquisition components including remote terminal units and programmable logic controllers.
5. Verifies field measurements in the treatment and distribution systems.
6. Learns and assists to install, maintain, and repair telephone equipment.
7. May participate on a project team.

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8. Performs other related Instrumentation and Control Technician job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** High school diploma or general education development test (GED) and completion of 15 semester units in electronics from an accredited college, university, vocational, or military school.

**Required Knowledge of:** Fundamentals of electronics; safety practices and procedures; and current office technology and equipment.

**Required Skills and Abilities to:** Read and interpret plans, blueprints, and electrical and electronic schematics; perform applicable mathematic calculations; use applicable software applications and operating systems; manage time; use various testing equipment; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATION REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

#### **Certificates**

- Forklift
- Manlift

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

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**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** Color vision (ability to identify and distinguish colors)

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