### **RESOLUTION NO. 2018-031**

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING THE RECLASSIFICATION OF ONE MAINTENANCE WORKER II POSITION TO AN INSTRUMENTATION TECHNICIAN POSITION IN THE PUBLIC WORKS DEPARTMENT

WHEREAS, the Maintenance Worker II is an existing classification in the Public Works Department and is included in the Fiscal Year 2017-18 Adopted Budget; and

WHEREAS, The Instrumentation Technician classification was previously approved to provide highly technical work on specialized electronic control systems maintained by the Public Works Department; and

WHEREAS, The City previously performed multiple unsuccessful recruitments for an Instrumentation Technician; and

WHEREAS, An Instrumentation Technician position is not filled and is not included in the Fiscal Year 2017-18 budget; and

WHEREAS, the Public Works Department has an ongoing need for an Instrumentation Technician; and

WHEREAS, an existing Maintenance Worker II has developed the required skills and is performing Instrumentation Technician duties for the Public Works Department; and

WHEREAS, staff recommends reclassifying the Maintenance Worker II to an Instrumentation Technician.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize and approve the reclassification of one Maintenance Worker II position to one Instrumentation Technician position in the Public Works Department effective March 18, 2018;

**BE IT FURTHER RESOLVED** that 1.0 FTE Maintenance Worker II position allocated in the FY 2017-18 Budget be changed to a 1.0 FTE Instrumentation Technician.

DULY AND REGULARLY ADOPTED this 13th day of March, 2018.

### **CITY OF ROHNERT PARK**

Par Stafford, Mayor

ATTEST:

OAnne M. Buergler, City Clerk

AHANOTU: <u>AYP</u> BELFORTE: <u>AYP</u> MACKENZIE: <u>Absort</u> Callinan: <u>AYP</u> STAFFORD: <u>AYP</u> AYES: ( $\frac{AYP}{Y}$ ) NOES: ( $\frac{D}{V}$ ) ABSENT: ( $\frac{1}{V}$ ) ABSTAIN: ( $\frac{D}{V}$ )

#### City of Rohnert Park

# INSTRUMENTATION TECHNICIAN

#### DEFINITION

Under general supervision, performs skilled, technical work in the design, installation, testing, calibration, maintenance and repair of programmable control equipment, telemetry, and data acquisition systems and subsystems used in the City's facilities, wastewater and water utilities.

### DISTINGUISHING CHARACTERISTICS

The **Instrumentation Technician** is a journey-level classification which applies considerable detailed technical skill and expertise in the completion of tasks, and ensures that the components of the City's different programmable control, telemetry, and data acquisition systems are properly programmed and operational. This class is distinguished from Electrician in that Instrumentation Technicians typically service monitoring, telemetry, and programmable control equipment, while the Electrician typically services electrical power systems and equipment.

### SUPERVISION RECEIVED/EXERCISED

General supervision is provided by the Utilities Services Supervisor and/or the Director of Public Works and Community Services. The incumbent may exercise functional and technical supervision of other staff members, including Maintenance Workers.

### **ESSENTIAL JOB DUTIES**

(These duties are a representative sample; position assignments may vary)

- Design, install, program, test, calibrate, maintain, and repair computer, electronic, pneumatic, and radio systems, and components of process control, telemetry and data acquisition systems' equipment and designs for process control and data acquisition systems
- Install, program and maintain a variety of supervisory controls
- Perform electrical wiring required for the installation of electronic equipment
- Design, install, maintain, repair, test and construct electrical assemblies
- Troubleshoot and maintain high voltage electrical systems, controls and related process equipment
- Specify, install, program, and repair various types of variable-frequency motor drive systems
- Maintain, install, service, and calculate power-load distributions to various motors and related equipment
- Install, troubleshoot, repair, and maintain programmable logic controllers
- Write ladder logic programs
- Install, maintain and program related hardware and software for control systems

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- Maintain and repair automatic control valves and associated control functions Implement and perform preventive maintenance and repair on motors from fractional to 100 horsepower
- Record and calculate requirements for new electrical installations
- Perform preventive maintenance on high-voltage transformers, breakers, and distribution panels, and specify, install, and inspect various types of conduit
- Repair, calibrate, operate, and maintain test equipment and maintain accurate records of work performed, materials used, and associated costs
- Write computer programs for the operation of process control and data acquisition systems, controllers and test equipment
- Troubleshoot, repair, and program traffic signal controllers
- Specify and purchase required parts and equipment
- Contact vendors and other agencies to determine the availability, applicability, and performance of components
- Inspect and test components installed by contractors
- May act as a Disaster Service Worker in the event of a disaster or emergency
- Perform related duties as assigned

# QUALIFICATIONS

Education/Training/Experience:

A typical way of obtaining the required qualifications is to possess:

Education: Any combination of education and/or training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, completion of an academic or vocational program leading to an Associate Degree in Electronic Technology would provide such opportunity.

Experience: Normally, two years of experience in installing, maintaining, repairing, calibrating and replacing electrical equipment and machinery.

# License/Certificate:

The following licenses and certificates are required by the date of appointment:

Class C California Driver's License

Possession of the following certifications is desirable:

- California Grade I Water Treatment Plant Operator Certificate (T1) issued by the California Department of Public Health
- Possession of a Grade I Instrumentation Technician Certificate issued by the California Water Environment Association

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• Possession of a Grade I Traffic Signal Controller Technician Certificate issued by the International Municipal Signal Controller Association

### Special Requirement:

Per California State Law, smoking is not permitted inside City facilities/vehicles or within 20 feet of main entrances, exits and operable windows.

### Knowledge of:

- Principles of electronics, computer systems, pneumatics, hydraulics, and radio communication systems
- Design, installation, maintenance and repair of industrial electrical systems, tools and testing equipment
- Occupational hazards and safety procedures
- High-voltage distribution systems and controls
- Supervisory controls, including solenoids, mercury switches, limit switches, and relays
- Electronic, digital, and analog circuits and power switching to the component level
- Programmable controller ladder logic programs
- Universal and proprietary software programs, including Wonderware
- National Electrical Code and other appropriate standards and specifications
- Building lighting and environmental control systems

#### Skill to:

- Operate and troubleshoot flow and level measurement, frequency-based, and process control systems
- Work with and program various instrumentation systems, programmable logic controllers, alarms, and pneumatic systems
- Use materials, tools, equipment, and practices used in the design, installation, testing, calibration, maintenance, and repair of process-control and data acquisition systems
- Recognize industrial occupational hazards and take appropriate safety precautions
- Write computer programs as applied to controllers and electronic test equipment used in water and wastewater and HVAC control systems

### Ability to:

- Diagnose problems in complex electronic and electrical equipment
- Inspect electrical conduit in trade sizes from 1/2 inch to 4 inches in diameter
- Fabricate various panels and control systems
- Compute power and load requirements for high-voltage industrial systems
- Operate a variety of electronic and electrical test instruments
- Communicate effectively both orally and in writing

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- Work independently and make sound judgments regarding work methods and tools
- Read, interpret, and prepare wiring diagrams and blueprints
- Prepare and maintain accurate records, reports, and job-cost estimates
- Establish and maintain cooperative working relationships
- Learn and utilize new technology

### Working Conditions:

Incumbents in this classification work in a variety of weather conditions, frequently in cramped conditions such as in vaults or electrical cabinets, and may be required to work in hazardous or emergency situations. Calibration of metering devices requires the close observation of digital or analog displays and data print-outs to determine compliance with performance standards. While installing electronic or radio equipment, an Instrumentation Technician must be able to distinguish color codes on wires and electronic devices, and perform precise muscular movements of the hands. Some tasks, such as installation and maintenance of radio equipment or tank level monitoring devices, entail climbing ladders and working at heights over 10 feet above the ground. Simple construction projects may necessitate the use of small hand tools such as saws, hammers, and screwdrivers. Transportation of monitoring equipment to a job site may require carrying 20-50 pound objects for short distances over rough and uneven ground. Alarm sirens at the work site require that technicians be able to hear audible warning devices.

FLSA Status:Non-exemptEmployee Unit:Service Employees' International Union, Local 1021 (SEIU)Approved By:City CouncilDate Approved:January 10, 2012Revised:10/02/2013Approved by:Service Employees' International Union, Local 1021 (SEIU)