



Title:
Instrumentation II
Level:
1
FLSA Status:
Non-exempt

Division:
Centralized Maintenance
Department/Location:
Electrical & Mechanical Services
Employment Status:
Regular Full Time

SUMMARY

This position is responsible for the supervision of the maintenance and repair of all Authority equipment.

RESPONSIBILITIES

- Troubleshoot, calibrate, and/or repair all instruments and electronic devices including but not limited to flow-meters, PLC's, VFD's, totalizers, gauges, I to P converters, incinerator instrumentation systems, gas detection systems, and other related equipment.
- Analyze instrument and control systems to establish proper operation is being achieved.
- Assure flow-meter accuracy and reliability for billing purposes. Produce flow data reports for informational and budgetary purposes on a weekly, monthly and yearly basis, or as required.
- Evaluate calibration equipment to ensure materials and methods are adequate for repair and calibration of plant instrumentation. Use and interpret all types of electronic test equipment such as: VOM's, oscilloscopes, ammeters and other test equipment as required.
- Possess the analytical and technical skills to determine the necessary calculations required during instrument calibration.
- Analyze data for accuracy, and program personal computer for entering data (daily flow data, for example) to produce reports in tabular or graphical formats.
- Ability to program Wonderware HMI software.
- Ability to setup/program and troubleshoot programmable controllers based on operational requirements. Specifying necessary input and output devices, wiring and safety interlocks using ladder logic diagrams.
- Develop and design control drawings, ladder logic diagrams and working drawings for modifications or upgrades of electronic equipment. Also specify the necessary equipment as required.
- Troubleshoot basic electrical problems on motors and motor controllers.
- Inventory stock of all necessary and critical parts and supplies. Submit list to supervisor for ordering.
- Perform all work in accordance with the requirements of the National Electrical Code.
- Work safely from step ladders, high extension ladders, and scaffolding, both overhead and in below grade areas.
- Work safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Comply with all provisions and requirements of the lockout/tag-out safety program prior to working on any potential energized device.
- In accordance with 7:1E-212, employee shall be familiar with, and is responsible to perform the duties detailed in ACUA's written SOP's regarding hazardous substances, specifically SOP HAZ2 through SOP HAZ6. Employee is required to have Hazwoper 40 training, an annual 8 hour Hazwoper refresher courses and shall engage in a hazardous substance drill annually to demonstrate abilities related to position.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- HS diploma or GED
- Minimum of 5 years' experience in the electronics field working on electronic equipment similar to equipment found at this facility.
- Forklift truck operation experience.

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Valid driver's license in good standing
- Working knowledge of programmable logic controllers, computers, flow meters, and cellular/Ethernet radio communications equipment.
- Ability to construct and interpret electronic schematics and wiring diagrams.
- Technical and Analytical skills
- Proficient in Microsoft Office Suite (Excel, Word, & PowerPoint) and other related applications.



ACUA

Atlantic County Utilities Authority

- Ability to work overtime as required, and respond to trouble calls day, night, weekends, and holidays as required, and on short notice. Must report to work during weather related conditions and emergencies.

PREFERRED QUALIFICATIONS

- 2 years related technical school preferred

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title. While performing the functions of this job the employee:

Must be able to qualify for respirator use. Constantly operates all equipment and/or machinery associated with this job. Constantly moves about to inspect the grounds, buildings, property and/or equipment. Frequently traverses in and out of truck. Frequently remains in a stationary position while in the truck. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Frequently operates computer devices and/or business productivity machinery. Frequently communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, loud noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

Job Description Acknowledgement

| | | |
|---------------------------------|--------------------------------|--------------|
| <i>Employee (Print Name):</i> | <i>Employee's Signature:</i> | <i>Date:</i> |
| <i>Supervisor (Print Name):</i> | <i>Supervisor's Signature:</i> | <i>Date:</i> |