

## CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	<b>Industrial Electrical Tech</b>	Department:	Water Pollution Control Plant
Requisition Number:	2018207		
Hours:	7:00 a.m. – 3:00 p.m.	Rate of Pay:	\$27.1457 - \$28.9073 per hour
Date Posted Up:	9/18/18	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

### SUMMARY

Incumbent troubleshoots, programs, analyzes, calibrates, performs preventative/predictive maintenance, and repairs a wide variety of equipment and automated systems inherent to the Filtration Plant, WPC Plant and related supporting facilities. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Performs duties in accordance with the National Electrical Code;
- Performs demand maintenance and inspection on low and medium voltage electrical, electronic systems, information systems, computer systems, instrumentation, telemetry and communications equipment;
- Performs preventative/predictive maintenance and calibration on low and medium voltage electrical, electronic systems, information systems, computer systems, instrumentation, telemetry and communications equipment;
- Interfaces systems with PLC (programmable logic controllers), SCADA (supervisory control and data acquisition), and devices;
- Programs and troubleshoots various devices including VFDs, instruments, etc;
- Inspects, maintains, and assures calibration of toxic and combustible gas alarm systems, portable detectors and equipment at other locations;
- Inspects and maintains lighting systems at plants and related facilities;
- Design and install new electrical circuits including tie-ins, controls, and devices;
- Troubleshoot and make minor modifications to PLC programming;
- Maintains process network and assists City IT department with business network as necessary;
- Assists with capital improvement projects including budgeting, planning, installation and troubleshooting;
- Provides input and information for O&M budgeting processes;
- Maintains fiber optic network on facility properties;
- Researches, installs updates, and new programs to maintain data communication, telemetry systems and associated devices;
- Inspects, maintains and properly uses assigned hand tools, power tools, electrical/electronic test equipment and safety equipment;
- Read and interpret blueprints and schematics;
- Utilizes CMMS (Computerized Maintenance Management System) to perform scheduled maintenance work, to record associated labor time and materials and to enter all necessary and applicable data;
- Arranges the ordering of electrical/electronic parts, assists with optimization of inventory through CMMS;
- Performs duties in accordance with City of Fort Wayne safety rules and operating regulations;

- Assists in the training of other employees;
- Directs work of employees assigned to assist;
- Remains on-call for emergencies;
- Performs other duties as needed;
- Communicates effectively both orally and in writing;
- Ability to pass post-offer screen for this position.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**MINIMUM QUALIFICATIONS** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;

**EDUCATION and/or EXPERIENCE**

Associate's degree (A.A.) or equivalent from two-year college or technical school plus three years experience: or 5 years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

CPR, First Aid, Confined Space Entry, Valid Indiana Drivers License, Allen County Journeyman Electricians license (5 years of proven documented work experience in the installation, troubleshooting, and repair of Industrial PLC's, electrical systems, and control circuits, may be substituted for electrical journeyman card).

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Enters, works, exits confined spaces wearing of a variety of safety apparatus; deemed physically fit to wear a respirator.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and risk of electrical shock. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; and outside weather conditions. The employee is occasionally exposed to extreme heat, risk of radiation, and vibration. The noise level in the work environment is usually loud. Employee is frequently exposed to wastewater, septage, and associated pathogens.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.