

SUPERVISOR OF INSTRUMENT MAINTENANCE

Code No.: 3-14-200

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for and participation in the installation, maintenance and repair of a wide variety of instrumentation equipment used in the Water Treatment Plant facilities. Work requires regular visits to and inspection of various areas within the treatment plant and offsite locations including booster pumping stations, tanks and reservoirs. The employee is required to climb ladders or stairs and enter confined or restricted spaces including subgrade facilities and maneuver or work in tight quarters around machinery. The employee reports directly to and works under the general supervision from the Superintendent of Plant Maintenance. General supervision is exercised over the Instrument Maintenance group. The employee must be available for emergency duty 24 hours a day. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises and participates in the installation, maintenance and repair of tone transmitters, receivers; pressure, level and flow recorders and sensors; micro processors and related instrumentation equipment;

Establishes maintenance schedule plans;

Assists in establishment of job priorities;

Keeps appropriate records of equipment maintenance;

Requisitions parts and supplies;

Prepares daily time records for instrument maintenance employees;

Assists in the planning and design of instrumentation aspects of proposed new facilities and equipment;

Oversees the implementation of safety programs within the work unit and insures that appropriate safety regulations and practices are followed; provides on-the-job safety training;

Prepares Annual Employee Evaluation Reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of methods and procedures used to

install, operate, calibrate, maintain and repair instrument components of the facilities such as tone transmitters and receivers, pressure, level and flow sensors, microprocessors, recorders, meters, and other electrical equipment; good knowledge of methods and procedures used to assure safe working conditions within the assigned activities; good knowledge of instrument maintenance scheduling and record keeping; ability to read and understand moderately complex instrument schematic drawing and written instructions; ability to exercise leadership, judgment and initiative in meeting unusual situations and emergencies at work site; ability to become thoroughly familiar with pertinent instrument equipment by personal study and in consultation with manufacturer's representatives; integrity; good judgment; initiative; physical condition commensurate with the demands of the position including medical requirements for use of respirator and self-contained breathing apparatus.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from high school or possession of an equivalency diploma, plus seven (7) years paid full-time or its part-time equivalent experience in electrical and instrumentation maintenance; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Electrical Engineering, plus five (5) years experience as defined in (A) above; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT:

Possession of a Valid Class D New York State Driver's License at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 19, 1981

REVISED: April 15, 1993