

### **ELECTRICAL AND INSTRUMENTATION MECHANIC III**

Code No: 4-14-219  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry level position in the electrical and instrumentation group of the Monroe County Water Authority's Production Department Maintenance section responsible for the installation, maintenance and repair of electrical and instrumentation equipment utilized at the treatment plant and offsite locations. This position works under trained staff and gains experience working with electrical controls and basic programmable instructions. This position differs from the Electrical and Instrumentation Mechanic II in that it performs the less complex duties by assisting higher level staff members. The employee reports directly to, and works under the general supervision of a higher-level staff member. Employees are required to ascend heights and enter confined or restricted spaces including sub-grade facilities, as well as maneuver or work in tight quarters around machinery. Employees must be available for emergency duty twenty-four (24) hours per 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)

Uses basic hand tools and meters;

Performs routine calibration and repair of basic equipment;

Inspects, repairs and performs preventative maintenance tasks on electrical equipment under direction;

Installs rigid, thin wall and Poly Vinyl Chloride (PVC) conduit and wiring;

Assists in the troubleshooting of Programmable Logic Controller based system;

Inventories parts and stocks supplies;

Replaces fixtures and light bulbs for 120 VAC systems;

Installs small control panels and electrical equipment, primarily with small hand tools;

Cleans and flushes sensor lines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of electrical safety principles and wiring methods as outlined in the National Electrical Code; working knowledge of the installation and troubleshooting of electrical and instrumentation equipment; ability to independently perform basic tasks; ability to work well with others; ability to communicate orally and in writing; ability to apply basic electrical wiring methods and electrical safety principles to everyday assignments; mechanical aptitude; manual dexterity; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) One (1) year paid full-time or its part-time equivalent experience in electrical or instrumentation fields; OR,
- (B) Graduation from a technical high school or trade school with a major in the electrical or instrumentation trades; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Electrical or Instrumentation Technology.
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:**

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your ability to meet the transportation needs of the job.

**ADOPTED: June 3, 2010**

**REVISED: April 7, 2011**

Denied non-competitive by NYS Civil Service Commission on April 17, 2012