



## CITY OF RICHLAND

<b>CLASSIFICATION TITLE:</b> ELECTRONICS & INSTRUMENTATION LEAD	<b>JOB #:</b> 2031	<b>AFFILIATION:</b> Affiliated (IBEW)
<b>REPORTS TO:</b> MAINTENANCE & OPERATIONS SUPERVISOR OR DESIGNEE	<b>PAY GRADE:</b> N/A	<b>FLSA STATUS:</b> Non-Exempt

### **GENERAL SUMMARY:**

Under the direction of the Maintenance & Operations Supervisor or designee, performs skilled work in the installation, maintenance, and repair of the City's instrumentation and electronic equipment; administers the electronic inventory system, and schedules the yearly routine maintenance of various electronics and instrument equipment. Subject to 24-hour callout for emergency situations.

### **ESSENTIAL JOB FUNCTIONS:**

*Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Schedules, directs reviews, and participates in the performance of the work activities of assigned personnel in the performance of their duties.
- Administers the electronic inventory system, which includes initiating receipt and inspection reports; assigns stock numbers and location; completes inventory adjustment forms and assigns minimum amounts for each stock item.
- Submits requests for needed supplies to supervision, writes purchase requests, contacts suppliers on suitability and availability of equipment and supplies, and follows up on overdue orders.
- Schedules the yearly routine maintenance of various electronics and instrument equipment.
- Assigns priorities to maintenance electronics and instrument equipment and related requests by other departments.
- Prepares and submits progress and status reports on electronic and instrument equipment system installation or modifications, and submits recommendations for electronic and instrument equipment.

- Organizes, plans, and manages projects to include, the daily duties of crews. Installs and maintains communication radio and tower equipment.
- Installs, operates, and maintains traffic control, fiber optic, and diagnostic equipment.
- Performs all functions of the Electronic & Instrumentation Technician III.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

*Specific and realistic knowledge, skills, and abilities typically necessary to competently perform this job.*

**Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Electronic and instrumentation equipment and systems.
- Project management principles, practices, and techniques.
- Applicable health and safety policy, procedures, and practices.

**Skills and Abilities to:**

- Learn, read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Assist with the training and evaluation of performance of assigned staff.
- Follow oral and written instructions.
- Observe legal and defensive driving practices.
- Follow health and safety regulations.
- Advise and direct subordinates in the performance of their work.
- Operate assigned equipment required to perform specific tasks.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a Windows-based computing environment using standard or customized software application programs appropriate to assigned activities.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

- Associate's degree in communication technology, instrumentation and controls technology, or a closely related field;
- Five (5) years of experience as an Electronics and Instrumentation Technician;
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities to successfully perform the essential functions of the job.

**LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:**

- Valid driver's license.
- Certification as an IMSA Traffic Signal Technician Level III.
- Flagger Certification within three (3) months of hire date.

**WORKING CONDITIONS:**

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described 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.*

**Environment:**

- Typically performed in the field, which requires travel daily from site-to-site and checking on construction.
- The position involves work outdoors on a year-round basis and is subject to extreme weather conditions.
- Work requires time at construction sites, which may be dirty and strewn with construction debris, dust, noise, and fumes typically associated with construction work.
- May work above or below the ground. Work above the ground may be at extended heights from lifts, ladders, buckets, and aerial platforms.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or on a construction site.
- May be exposed to moving mechanical parts and vehicles within a construction site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

**Physical Demands:**

- Regular and punctual attendance at the office or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, such as attics and crawl spaces, as well as the ability to climb ladders, stairs, and ride on platform hoists.

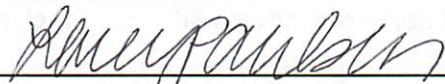
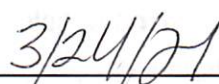
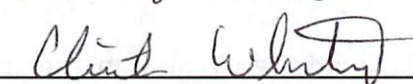
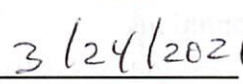

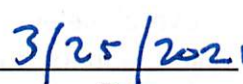
- Ability to walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, carry, push and pull materials and objects weighing up to 35 lbs. and up to 50 lbs. on occasion using proper lifting techniques.
- Manual dexterity of hands and fingers to include, repetitive keyboarding, grasping, and reaching.
- Ability to climb and work for extended periods on communications towers.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person, before groups, and over the telephone.

**SELECTION GUIDELINES:**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.*

**AUTHORIZATIONS: (For Archive)**

	
Human Resources Manager	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date