



JOB DESCRIPTION

JOB TITLE: Instrumentation and Controls Chief Operator

FLSA: Non-Exempt

DEPARTMENT: Utilities

GRADE: T4

REPORTS TO: Field Services Superintendent

DATE: 1/17/19

SUMMARY OF JOB PURPOSE:

Under general direction, performs advanced technical work relating to the electrical mechanical, instrumentation, and control functions of the County's utilities systems; oversees the work of staff and provides guidance and lead direction to staff in these areas.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Serves as a technical expert in electrical and mechanical equipment, instrumentation, and related information systems; provides in-house training, technical assistance, and lead direction to staff in these areas; provides input, recommendations, and reports to management in areas of expertise
- Designs, installs, programs, inspects, and adjusts electrical/mechanical equipment and related systems.
- Performs tests and maintenance on mechanical, electrical, and instrumentation equipment; interprets readings and outputs of equipment; ensures proper functioning of equipment and related information systems.
- Identifies and troubleshoots issues with electrical/mechanical equipment and systems; creates, assigns and oversees work orders to address issues; provides hands-on guidance and course correction as necessary.
- Prepares job estimates for work relating to electrical/mechanical equipment and related systems; serves as a liaison to manufacturers, contractors, and others; coordinates with external and internal parties to ensure proper completion of work; inspects and approves the work.
- Participates in purchasing and accounting of property, equipment, and supplies.
- Reviews operator's manuals and other established guidelines; ensures equipment and information systems are operated in accordance with established guidelines
- Performs basic programming for utilities information systems; programs with ladder logic and relay logic; operates PLCs, RTUs and associated inputs/outputs; operates VFDs; performs telecommunications networking.
- Ensures proper operation of SCADA system; identifies and troubleshoots issues pertaining to SCADA system.
- Ensures compliance with National Electrical Code and other applicable laws, codes, or regulations.
- Checks job sites for potential hazards; understands and adheres to all applicable safety rules, regulations, practices, or procedures.
- Organizes work assignments and sets priorities.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



INSTRUMENTATION AND CONTROLS CHIEF OPERATOR

ESSENTIAL FUNCTIONS (continued):

- Performs and/or assists with work on water and wastewater systems and related equipment as necessary.
- Responds to emergency callouts, and must reside within a 30 minute response time to Dayton Valley Road.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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.

Education and Experience:

High School diploma/GED; six (6) years of Instrumentation & Controls Technician experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Concepts, materials and terminology related to utilities systems.
- Federal, state and local requirements pertaining to public utilities systems.
- Equipment used to operate utilities systems, particularly electrical and mechanical equipment, instrumentation, and related information systems.
- Best practices for operating information systems (including SCADA), networks and peripherals relating to public utilities.
- Industrial electronic control systems.
- Safe work methods and safety regulations pertaining to the work.
- Record keeping practices, both electronic and hard copy.
- Basic programming and design for public utilities information systems, and basic trade mathematics.
- The National Electric Code.
- Best practices for project management, training, and providing lead direction.

Skill in:

- Maintaining effective communication and working relationships with internal and external stakeholders.
- Identifying and resolving operational, technical and procedural problems.
- Preparing clear written and verbal reports.
- Planning and determining priorities.
- Contributing to the accomplishment of work group goals, objectives and activities.
- Safely and effectively using and maintaining tools and equipment related to the work.
- Maintaining accurate records.

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INSTRUMENTATION AND CONTROLS CHIEF OPERATOR

Skill in (continued):

- Designing, laying out and preparing sketches for information and control systems.
- Estimating materials, parts and equipment to complete assignments.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Reading and interpreting meters, gauges, charts, and a variety of instruments.
- Reading and interpreting design, PID, control, and electrical drawings.
- Planning, directing and reviewing the work of others on a project or day-to-day basis; instructing others in work procedures.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Classification	Minimum Requirements
Instrumentation and Controls Chief Operator	Valid Nevada Driver's License. Within 15 days of employment: <ul style="list-style-type: none">• OSHA 30 certificate. Within 6 months of employment <ul style="list-style-type: none">• Nevada Class B Driver's License

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical shop or related maintenance setting, including operating typical trade equipment, hand and power tools and standard office equipment, and to drive a motor vehicle to various work sites; stamina to stand, walk and climb and to work in confined or awkward spaces and heights exceeding 10 feet for an extended period of time; strength to lift and maneuver materials and equipment weighing up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to extreme weather conditions, sewage, hazardous chemicals, electrical currents, gases, dust, and noxious odors. Work is subject to performance at wastewater and water facilities primarily but may also include other County facilities as needed.