

# CITY OF CHATTANOOGA

## Classification Specification Title: Chief Electrical Instrumentation Technician (Wastewater)

**Department: Wastewater**

**Pay Grade: WWFG.09N**

**Supervision Received From:**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Date: 8/27/24;**

**12/11/23; 10/20/23; 8/23/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for serving as a shift supervisor and participating in daily maintenance and repair of electrical and electronic equipment associated with wastewater, storm water and leachate transportation and treatment. Duties include supervising subordinate staff, operating and conducting repairs on electrical instrumentation and equipment, maintaining and repairing electrical distribution equipment, creating and operating plant computerized control systems, programming and modifying control systems and developing and implementing work processes and procedures. Work requires limited supervision.

### SERIES LEVEL:

The Chief Electrical/Instrumentation Technician is the second level of a two-level electrical instrumentation series.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises lower level electrical/instrumentation technicians on an assigned shift to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Supervises and participates in the operation of equipment utilized to perform repairs on electrical equipment and instrumentation at wastewater plant facilities.

Maintains and repairs electrical distribution equipment, ranging from low to high voltage.

Evaluates, supervises and participates in the troubleshooting and repair of electrical, pneumatic and mechanical systems and equipment, determining appropriate approach and methodology to resolve equipment malfunctions or breakdowns.

Coordinates closely with plant operations to instruct operators on new system installations and upgrades.

Prepares and maintains a variety of databases, logs and records related to equipment repairs and operational activities.

Creates and operates plant computerized control systems to assess the performance of controls and maintain and repair computerized controls at pumping stations and on wastewater equipment.

Programs and modifies computer controls for pumping stations and waste treatment equipment.

Creates, modifies and distributes wiring diagrams, system schematics and operational manuals.

Assess the performance and functionality of equipment in order to develop replacement control systems; gather required information on equipment performance and develop cost estimates for in-house builds or new OEM control systems.

Provides technical counseling and feedback to design engineers, vendors and external contractors working on projects related to plant equipment and associated systems.

Develops and implements emergency management procedures related to electrical outages, maintenance and operations.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Associate's Degree with coursework emphasis in Electrical Maintenance, Instrumentation & Control Maintenance or equivalent technical training; supplemented by five (5) years previous experience in electrical maintenance or electrical control maintenance.

All employees must maintain Tennessee residency from the date of hire.

LICENSING AND CERTIFICATIONS:

A valid Tennessee Driver's License

Journeyman Electrical License

#### KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; electrical circuits; applicable tools and equipment of the trade; industrial safety practices and procedures; high voltage electrical systems; PLC programming and control theory; low and high voltage test equipment; plant UPS and DC systems; electro-pneumatic, electro-hydraulic and electro-mechanical systems; motor theory, maintenance and alignment practices; electrical theory and basic mechanical systems.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; creating and operating plant computerized control systems; assessing plant control performance; creating wiring diagrams, system schematics and operational manuals; programming and modifying PLCs; installing, maintaining, troubleshooting and repairing electrical equipment; installing, maintaining and repairing electrical conduit, wiring and controls; reading technical blueprints, schematics, drawings and manuals; utilizing applicable tools and equipment of the trade and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

#### WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.