



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Utility Electrical Technician/Utility SCADA Technician	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Utilities Superintendent	GRADE/RANK: Grade 13
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Position performs responsible skilled technical work on Supervisory Control and Data Acquisition (SCADA) systems for an 8 MGD water treatment plant and numerous water and sanitary sewer pump stations, tanks, meters, pressure reducing valve stations, and related facilities. Position schedules, organizes, documents, and performs routine and emergency installation, maintenance, and repair of utility electrical instrumentation and electronic controls for the Utilities Division of Public Works. Position assists with utility field crews when necessary and performs a variety of related duties as directed by the Utility Technical Services Supervisor, Utility Operations Engineer, Superintendent, or Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Installs, maintains, tests, and repairs electronic equipment, components, and controls associated with utility SCADA systems, water treatment plant, and water and sewer pump stations, tanks, meters, and related appurtenances;
- Checks, monitors, and inspects operation and performance of all utility SCADA systems

and related electrical/electronic components and controls on regularly scheduled basis, diagnoses operational problems, and makes necessary repairs;

- Performs electrical/electronic installations, maintenance, inspections, testing, and repairs in accordance with manufacturer's requirements and NEC specifications;
- Reports and documents all operational issues and repairs related to SCADA, electrical components, and electronic controls to Supervisor or Superintendent;
- Trains water treatment plant staff and co-workers on SCADA monitoring and operations;
- Performs and maintains training certification for testing, maintaining, and repairing backflow prevention devices;
- Operates and maintains training certification for operating booms and cranes;
- Assists Utility Mechanical Technician with installations, maintenance, inspections, testing, repairs, and replacements for utility mechanical components for water and sewer facilities including pumps, tanks, motors, mixers, actuators, valves, meters, compressors, and related appurtenances;
- Performs routine facilities maintenance activities including cleaning, washing, mowing, trimming, painting, and related tasks for water treatment plant, dams, pump stations, tanks, vaults, and related facilities;
- Assists with water meter cut-ons, cut-offs, maintenance, and repair when required;
- Reports and documents significant problems, leaks, repairs, performance, theft, damages, and related meter, utility, or account issues to Supervisor or Superintendent;
- Uses all equipment in a safe and efficient manner;
- Maintains all vehicles and equipment in a clean and serviceable manner;
- Assists and communicates with a variety of personnel including field crews, City staff, contractors, consultants, vendors, customers, citizens, and other utility owners;
- Responds to emergency situations and customer complaints promptly and courteously;
- Assists with recurring preventative maintenance (RPM) activities as required;
- Assists with snow and ice removal as required;
- Attends safety and training meetings as required and;
- Performs other related tasks or duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Position requires thorough knowledge, skills, and abilities of various requirements, standards, and practices including, but not limited to, the following:

- Thorough knowledge of electrical components of SCADA systems;
- Thorough knowledge of electrical/electronic circuitry, controls, components, and motors;
- Thorough knowledge of basic electrical codes and practices including NEC;
- Thorough knowledge of computer hardware/software applications for SCADA;
- Thorough knowledge of occupational hazards, health and environmental laws;

- Extensive skill to perform basic electrical services on equipment;
- Extensive skill in the use of hand tools and precision instruments;
- Ability to work independently with minimal supervision;
- Ability to read and interpret maps, plans, drawings, sketches, and engineering data;
- Ability to use computer for communication and recordkeeping including GIS databases;
- Ability to solve routine, unique, and complex problems;
- Ability to provide and follow oral and written instructions;
- Ability to provide and maintain professional, positive, and effective working relationship with customers, citizens, contractors, consultants, co-workers, and City staff and;
- Ability to perform manual labor.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Position requires any combination of education and experience equivalent to graduation from high school supplemented by technical school training, courses in engineering technology, or similar occupational work in electronics, computers, or advanced electrical training and systems.

SPECIAL REQUIREMENTS:

Position requires a valid Virginia driver's license, good driving record in accordance with City standards, and possession of CDL Class B license with tanker endorsement or the ability to obtain a CDL Class B within 6 months of hire. Position requires ability to work irregular schedules on an as-needed basis including overtime, nights, weekends, and holidays. Position is subject to on-call/call back for emergencies and on-call crew assignments. Position is subject to pre-employment physical, drug testing, driving record review, and criminal background review. Position is subject to annual driving record review and random drug and alcohol testing. Position requires reliable attendance and a home or personal telephone.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position requires physical work for the exertion of up to 25 pounds of force frequently to move and load objects and some heavy work requiring the exertion of up to 75 pounds of force occasionally. Work requires frequent walking, bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires ability to perform manual labor and work in confined spaces such as pits and vaults. Work requires frequent repetitive tasks using gross and fine motor skills for hands and feet (operating clutches, levers and knobs). Work requires frequent driving of a motor vehicle. Work requires good manual dexterity and eyesight for working on small electrical circuit boards. Vocal communication and hearing is required for operating equipment and for expressing or exchanging information and instructions by means of the spoken word. Visual acuity is required for operation of machines, observing surrounding areas, monitoring activities, and ensuring safe work conditions. Work is subject to adverse environmental conditions including

extreme cold, extreme heat, rain, snow, ice, dust, noise, vibrations, and areas of untreated sewage.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position works under the supervision of the Utility Technical Services Supervisor, Utility Operations Engineer, Superintendent, and Director. Position has limited supervision over small groups when providing SCADA or related training.

EXAMPLES OF EXPECTED DECISION MAKING:

Position diagnoses operational issues with SCADA, electronic controls, and electrical components and decides when to take SCADA, controls, or components out of service for repair. Position decides when repairing defective equipment is no longer feasible and/or when equipment replacement is required. Position communicates serious issues involving SCADA or electrical/electronic operations to the Utility Technical Services Supervisor, Utility Operations Engineer, Superintendent, or Director.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Utility Electrical Technician will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019