



CENTRAL MARIN SANITATION AGENCY

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JOB DESCRIPTION

Electrical/Instrumentation Technician (Trainee, I-III)

SUMMARY

Under general supervision, learns and performs corrective, preventive, and predictive maintenance; repairs, replaces, and troubleshoots electrical systems on a variety of equipment or components in various facilities on stationary and mobile equipment found in water, wastewater, or similar industrial facilities; performs related work as required.

DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Inspects a variety of stationary and mobile electrical equipment, electrical systems in buildings and grounds, and appurtenances.
- Utilizes electronic devices such as computers, laptops, data tablets, and cellular phones in the performance of daily work activities
- Maintains equipment such as Programable Logic Controllers, Variable Frequency Drives, and alarm and telemetry systems.
- Inspects, calibrates, and maintains measuring instruments such as pH meters, dissolved oxygen probes, pressure and level indicators, atmosphere monitoring, and flow and temperature indicating equipment.
- Installs, performs preventive maintenance on, repairs, and replaces electrical components or equipment, conduit, and cables.
- Troubleshoots equipment problems, and recommends time, equipment, and materials required to effect repairs; makes emergency repairs as required.
- Inspects and maintains switchgears, breakers, cogeneration system electrical components, emergency standby generator transfer controls, and various battery backup systems.
- Uses a variety of hand tools and electronic test equipment.
- Reads and interprets specifications, diagrams, manuals, and other documentation.
- Designs equipment installations and modifications; makes required mathematical calculations; prepares schematics and diagrams for documenting installations; determines supplies and materials required.
- Confers with facility staff to determine equipment problems; suggests methods of minimizing such problems.
- Recognizes and applies State of California and National electrical codes.
- Understands conduit conductor fill allowances and proper conductors for amperage loads.
- Maintains accurate equipment, materials, and labor records utilizing a computerized maintenance management system.
- Observes appropriate safety procedures, properly uses safety equipment (PPE), and works to applicable codes and guidelines.

- Attends training and safety sessions as assigned.
- Performs confined space entries as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience/Certifications/Licenses

High school diploma or general education degree (GED). The Agency recognizes that there are various avenues for obtaining qualifying experience to meet Electrical and Instrumentation (E/I) Technician eligibility requirements. An equivalent combination of experience may be substituted for California Water Environment Association (CWEA) E/I Technician certification above the E/I Technologist one certification level.

Must possess a valid California class C driver's license, have a satisfactory driving record, and continue to meet CMSA driving standards. Failure to maintain these standards may result in loss of employment.

Possession of a technical diploma or associate degree in electrical, instrumentation, or automation technology and/or a Journeyman Electrician License is highly desirable.

Electrical/Instrumentation Technician Trainee – Some related work experience is desirable.

Electrical/Instrumentation Technician I – Possession of a Grade I Electrical/Instrumentation Technician certificate issued by CWEA at date of hire, or ability to obtain a Grade I E/I certificate within 18 months of hire, and a minimum of one year of facilities relevant experience making electrical and/or instrument repairs on a variety of equipment, structures, and appurtenances.

Electrical/Instrumentation Technician II – Possession of a Grade II Electrical/Instrumentation Technician certificate issued by CWEA, OR a minimum of three years relevant experience making electrical and/or instrument repairs on a variety of equipment, structures, and appurtenances.

Electrical/Instrumentation Technician III – Possession of a Grade III Electrical/Instrumentation Technician certificate issued by CWEA, OR a minimum of six years relevant experience making electrical and/or instrument repairs on a variety of equipment, structures, and appurtenances.

Interpersonal Skills

Ability to effectively communicate and interact with co-workers, supervisors, vendors, contractors, consultants, and the general public in a professional manner; to accept constructive criticism from supervisors, and peers; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

Language Skills

Electrical/Instrumentation Trainee - Technician I – Ability to learn to read and comprehend circuit diagrams or drawings, simple instructions, short correspondence, safety bulletins, and memos. Ability to

write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

Electrical/Instrumentation Technician II – Ability to read and interpret wiring diagrams, P&ID and instrumentation diagrams, and documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before consultants, customers, or employees of the organization.

Electrical/Instrumentation Technician III – Ability to read, analyze and interpret schematic wiring diagrams, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to use AutoCAD to update electrical drawings, write reports, perform business correspondence, and update procedures or manuals if necessary. Ability to effectively present information and respond to questions from groups of managers, customers, and the public.

Mathematical Skills

Electrical/Instrumentation Trainee – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Electrical/Instrumentation Technician I – Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry, and create and interpret graphs.

Electrical/Instrumentation Technician II & III – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Electrical/Instrumentation Trainee – Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Electrical/Instrumentation Technician I – Ability to apply common sense understanding to problem solve and carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Electrical/Instrumentation Technician II – Ability to problem solve using critical thinking skills, and to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Electrical/Instrumentation Technician III – Ability to comfortably work with highly detailed information and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is

required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 90 pounds up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Examples of the physical demands for this position, including their activity and duration, are available from the Administration Department.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the functions of this job. While performing the duties of this job, the employee is frequently exposed to risk of electric shock; moving mechanical parts; fumes or airborne particles; wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment. Employee may be required to perform standby duty on a rotating basis. May be required to work off-shift hours, including weekends, on a project or emergency basis.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Electrical/Instrumentation Technician
Department: Maintenance
Reports To: Lead Mechanical Technician
FLSA Status: Non-Exempt
Revised Date: October 2024