

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement # 2020-PU7

POSITION TITLE	Instrumentation & Control Technician	SALARY RANGE:	\$21,544-\$32,316 (12)
DEPARTMENT	Public Utilities	FLSA/UNION STATUS:	Non Exempt/Union
PERIOD TO APPLY:	07/24/2019-08/24/2019	POSITION STATUS:	Classified/Full-Time
SUPERVISOR:	Jesse Roach	LOCATION:	BDD

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### GENERAL DESCRIPTION

The Instrumentation and Control Hardware and Software Technician operates, maintains, calibrates and repairs computer hardware, process instrumentation, data logging, and telemetry; de-bugs, modifies and updates software; installs, tests, repairs, inspects and maintains metering and recording devices; modifies, maintains and repairs programmable logic controller (PLC) based supervisory control and data acquisition (SCADA) systems.

**Must pass the applicable certification training in all key areas of competency within one year of hire for continued employment with the City.**

### SUPERVISION RECEIVED

Works under the general direction of the assigned supervisor.

### SUPERVISION EXERCISED

None

### NATURE OF WORK

**ESSENTIAL FUNCTIONS:** The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Installs, maintains, repairs, overhauls, calibrates and tests a wide variety of industrial instrumentation that record, control and regulate level, flow, pressure, temperature, position and water analysis
- Troubleshoots telemetry and process control hardware.
- Performs periodic preventive maintenance inspections of all metering control instruments.
- Installs and places into service new metering, control, and recording devices and calibrates devices as required.
- Reads and interprets wiring diagrams, mechanical drawings, and specifications when installing or performing repair work.
- Modifies computer programs to optimize plant operations. Performs systems upgrades as directed.
- Installs, repairs, and configures security systems, including access control and video systems.
- Assists in training of systems users in the operation of new or modified computer and/or instrumentation systems.
- Assists systems users in solving data and systems problems and recommends alternative methods of operation.
- Maintains accurate records and updates shop drawings, schematics, and wiring diagrams as modifications are made.
- Ensures that an inventory of parts, materials, supplies, and equipment used in everyday tasks is maintained.
- Ensures adherence to safe work practices and procedures by adhering to all lock-out tag-out procedures, drawings, job safety procedures, Material Safety Data Sheets, wearing appropriate PPE for the job, and following work instructions.

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## **MINIMUM QUALIFICATIONS**

## **EDUCATION AND EXPERIENCE**

Associates Degree in computer science, electronics or process control/instrumentation; and, three (3) years of progressively responsible experience in an industrial facility including experience in operating and maintaining computer and other electronic and electro-mechanical systems, and electronic circuitry repair; or, an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

- Must possess a valid driver's license and obtain a City of Santa Fe driving permit within three (3) months of hire. **(NM driver's license without restrictions for an ignition interlock device is required to obtain City of Santa Fe driving permit.)**
- Must pass WorkKeys™ skill assessment as a prerequisite for consideration for interview.
- Must pass the applicable certification training in all key areas of competency for continued employment with the City.
- Must have a telephone or an equivalent means of communication. Must be able to comply with a respirator and other PPE requirements. May be required to respond to emergency situations.
- Must be available for 24-hour emergency standby duties when required. When contacted, the employee is expected to report to work unless there are special non-recurring circumstances, regardless of the location of the employee's residence.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge** of PLC and SCADA hardware and software; methods, practices, materials and tools of the computer/instrumentation trade; theory, terminology, operations, equipment and principles of electronics; application program languages; computer operating systems; effective communication techniques; virus protection; industry-standard security and disaster recovery procedures and equipment; safeguards and security procedures for information systems; electrical test equipment including, volt-ohm and frequency meters; IT trends, techniques and emerging technologies; and Internet monitoring software.

**Skill** in installing, programming, maintaining, modifying and repairing computer hardware, software, PLC and SCADA system components; installing, calibrating, maintaining and repairing process instrumentation, telemetry, communication systems, and other related equipment; interpreting, using and updating technical manuals, blueprints and schematics; keeping accurate records; communicating clearly, both verbally and in writing; and safely using tools and equipment.

**Ability** to communicate effectively; establish and maintain effective working relationships; maintain accurate, complete records and to prepare reports; install, program, modify and repair computer hardware, software, PLC and SCADA system components; install, calibrate and repair process instrumentation, telemetry and communication systems; read and interpret technical manuals, blueprints, as-built drawings and schematics; and to be a resource to systems users.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Work is performed inside and outside, sometimes in inclement weather or slippery surfaces and in confined spaces. Requires exposure to loud noises, vibrations, chemicals (including chlorine), toxic gases and fumes, germs, bacteria and allergens, microwaves, sunlight, and oils. May be required to use an oxygen monitor in designated areas. May be subject to cuts, bruises, punctures, burns, broken bones, insect and/or snake bites. Work is strenuous and may require extended periods of walking, standing, lifting up to 50 pounds, carrying, bending, stooping, kneeling, crouching, reaching above the head and shoulders, speaking, hearing and good visual acuity. May be required to enter and work in confined spaces and climb ladders. Work may require irregular work hours, late meetings, travel; and may be called out to address emergency situations.

## **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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## **VETERAN'S HIRING INITIATIVE**



Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**

**TO APPLY: Resumes will not be accepted in lieu of the city application form.** Submit City of Santa Fe Application by one of the following methods: Fill out an application at the Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: [www.santafenm.gov](http://www.santafenm.gov); or apply online at [www.santafenm.gov](http://www.santafenm.gov). Applications become public record upon receipt and may be made available for public inspection upon request.

**When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at the time of interview.** Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application.***