

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Instrumentation and Control Specialist
DEPARTMENT: Utilities & Engineering
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior and/or lead-level technical or specialized work in instrumentation and controls for the City's utilities. Leads, assigns, coordinates, and works with unskilled, skilled, and/or semi-skilled laborers. Installs, maintains, and troubleshoots pump controls and wastewater pump stations. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by applying and interpreting policies and procedures.

EXAMPLES OF 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 classification. 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.

- Monitors, troubleshoots, repairs, and performs preventative maintenance on all pump station controls, generators, and water storage tank controls
- Plans, organizes, and schedules all daily pump station activities
- Researches the cost of materials and equipment; prepares purchase orders; submits for authorization
- Meets with contractors, vendors, engineers, and consultants
- Coordinates with the Wastewater Division Supervisor on a daily basis to discuss various weekly and monthly plans for pump station maintenance/testing activities
- Completes logs and reports documenting equipment records, inventory, alarm testing, and data on pump repairs and pump station panels
- Supervises and trains subordinate personnel including, but not limited to, scheduling daily, weekly, and monthly work activities, evaluating performance, and handling disciplinary issues
- Participates in the mandatory emergency call-out rotation
- Attends related training, as required
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented with technical training and four (4) or more years' experience in utilities, instrumentation and controls, and pump station operations; an equivalent combination of education, certification, training, and / or experience may be considered.

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Must have a valid Florida Commercial Driver License (CDL), Class B or higher; Florida Water and Pollution Control Operator's Association (FWPCOA) Water Distribution Class C and Wastewater Class C licenses; and an Electrical Journeyman certification issued by the State of Florida. A Florida Department of Environmental Protection (FDEP) Class 3 Water Distribution license is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of occupational hazards and safety precautions and ability to implement all necessary safety precautions
- Knowledge of electrical systems, instrumentation and controls, and SCADA software
- Skill in monitoring and control software
- Skill in providing good customer service
- Ability to safely and properly use standard hand tools, light power-driven equipment, heavy equipment, trucks, cars, generators, transfer switches, and other equipment
- Ability to respond and stay at the workplace for extended periods of time during emergencies, as required
- Ability to read and comprehend documents and drawings pertaining to water and wastewater
- Ability to deal with problems involving a few concrete variables in standardized situations
- Ability to complete assignments independently
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods at a keyboard or workstation and extended periods of standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or

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chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date