

Auburn Water & Sewerage Districts Position Description

Control Systems Technician

Department: Water & Sewer
Effective Date: August 2024

Reports To: Control Systems Manager
Grade Level: 8

FLSA: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Control Systems Manager, performs responsible technical work in maintaining and ensuring the efficient operation of SCADA systems, control systems, electromechanical devices, PLC's, telemetry systems, programmable control devices, and instrumentation for water and sewer services. Work is performed under general supervision, with moderate independence, and is subject to review through observation, results achieved, and compliance with generally accepted procedures.

ESSENTIAL JOB FUNCTIONS:

- ◆ Installs, maintains, repairs, troubleshoots, upgrades, and programs a wide variety of electric, electromechanical, and computer-controlled devices, systems, controls, and apparatus required for water distribution/treatment and sewer collection systems. May perform these duties for Auburn Water District, Auburn Sewer District, Lewiston Auburn Clean Water Authority, City of Lewiston, and occasionally others according to interlocal agreements.
- ◆ Ensures proper functionality and integrity of all systems and components in order to maintain continuous service to customers and compliance with applicable regulations, including filtration waiver requirements and water quality standards.
- ◆ Maintains and troubleshoots programmable controls and electromechanical systems.
- ◆ Troubleshoots and expands radio telemetry systems and fiber networks and improves process control systems. Maintains and troubleshoots servers and computer networks. Recovers lost data as needed.
- ◆ Maintains various building control systems, including lighting.
- ◆ Troubleshoots backup control systems, such as batteries, generators, VPS, etc.
- ◆ Troubleshoots and programs automated reporting for regulatory agencies.
- ◆ Programs and troubleshoots variable frequency drives.
- ◆ Proficiently uses SCADA, PLC, Radio, Alarm Notification, and Data Reporting software.
- ◆ Performs on-call duty responsibilities and responds to emergency situations and control system malfunctions as required.
- ◆ Interacts with contractors, vendors, and power and data utilities to provide information regarding operations and to restore services when necessary.
- ◆ Maintains detailed records of all activities. Ensures the proper maintenance of all tools and equipment used.
- ◆ Maintains regular, predictable and reliable attendance
- ◆ Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- ◆ Places an emphasis on safety, efficiency, quality, and productivity
- ◆ Follows all District policies
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.

EDUCATION & EXPERIENCE:

Associate's Degree in Electromechanical Technology, Electronics, or a similar field is preferred. Must possess valid State of Maine driver's license. Maine Journeyman Electrician's License preferred. Class 2 Water Treatment & Water Distribution Operators License, and Class 2 Wastewater Collection Operators License, or the ability to obtain these licenses within 12 months.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Thorough working knowledge of the methods, techniques, materials, and equipment used in the installation, maintenance, repair, troubleshooting, upgrading, and programming of industrial electrical controls, motor control systems, instrumentation systems, SCADA systems, telemetry systems, PLC's, VFD's, conduits, and wires.
- ◆ Proficiency in the use of test instruments, including oscilloscope, digital multimeter, megohmmeter, signal generator, ammeter.
- ◆ Ability to effectively operate computers and all assigned software required for AWSD & LACWA SCADA systems, PLCs, Radios, Alarm Notification, Reporting, as well as Microsoft Office. Thorough working knowledge of the methods and techniques used in programming PLCs, SCADAs, and Radios.
- ◆ Working knowledge of the methods, procedures, and practices involved in the operation of the Districts, and the laws, regulations, and standards affecting District operations.
- ◆ Knowledge of and ability to comply with safety practices and procedures.
- ◆ Must be a self-motivated individual with the ability to work independently and with limited supervision.
- ◆ Ability to communicate effectively, to maintain effective work relationships, and to deal with the public in a courteous and tactful manner.
- ◆ Ability to be available to respond to after-hours emergency calls.
- ◆ Physical strength, agility, and endurance to perform manual labor as required by the position.
- ◆ Willingness and ability to pursue professional improvement.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed both indoors and outdoors in all weather conditions and involves close proximity to electrical and mechanical devices and equipment, environmental hazards, and moving mechanical parts. Works in cramped or awkward spaces and is regularly required to climb, bend, reach, grab, stoop, crouch, and lift/carry heavy objects. Operates vehicle, electrical tools, hand tools, conduit benders and threaders, handheld programmers, and various test instruments, including oscilloscope, digital multimeter, megohmmeter, signal generator, ammeter, serial multiplexers, fiber media converters, network switches, power quality analyzers, and switchgear power monitors.

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, and other basic office equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job