

CLASS TITLE: ELECTRONICS TECHNICIAN III

PURPOSE OF THE CLASSIFICATION: Under general supervision supervises and/or participates in the installation, maintenance, and repair of various devices and related electronic controls and equipment, and other related assigned duties.

ESSENTIAL TASKS: (All Departments/Divisions)

- Supervises and/or participates in the work of subordinate Electronics Technicians engaged in a variety of installation, maintenance, repair, and calibration activities
- Performs maintenance and repair work
- Orders parts and maintains a parts inventory
- Supervises and/or trains individuals concerning operations or equipment
- Supervises and/or participates in the testing of controllers and related electronic equipment
- Maintains a routine maintenance program of control equipment
- Prepares reports for departmental management
- Develops and maintains training manuals and charts for electronic equipment maintenance
- Maintains files and records
- Operates light to heavy automotive equipment and/or a City vehicle

In addition to the above tasks, the following essential tasks may be required by the individual department/division.

Traffic

- Designs, modifies, and builds special equipment related to the testing and operation of traffic control signals
- Supervises and performs modifications of traffic control systems at field locations on existing control systems
- Programs communications, microprocessor based equipment
- Maintains various databases

Plant/Utilities

- Troubleshoots and repairs electrical, electro-mechanical, hydraulic and pneumatic instrumentation systems, modules, and controls in a water or wastewater plant or related facility
- Operates and adjusts pumping systems

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by successful completion of an approved two (2) year technical program in electronics, computer science, or another related field; or an electrical license in good standing as specified in the Licenses and Certificates section below; both options should include three (3) years of experience in field and/or bench repair of electronic equipment and related process control equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Water and Sewer employees will be eligible for a one (1) step pay increase following the successful completion of 32 hours of City Standard PLC training and one (1) year of employment in the position; employee will be eligible for an additional pay step increase for successful completion of 32 hours advanced PLC training or City Standard basic SCADA training and two (2) years of employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of the operating principles of a variety of electronic, electrical, electro-mechanical, hydraulic, and pneumatic equipment; considerable knowledge of the tools, equipment, methods, and materials, used in the testing, maintenance and repair of such equipment; and considerable knowledge the theory and operating principles of solid state devices and

circuitry. Ability to plan, organize, and supervise the work of subordinates; ability to read and work from wiring diagrams, schematics, engineering specifications, and factory service manuals; ability to perform technical diagnostic repair work; ability to maintain inventory and work records; ability to perform assignments independently with limited supervision; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization. Applicant must possess skill in the use of various tools and equipment in the repair and maintenance of electrical and electronic equipment and plant process controls and instrumentation.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone and to solder and de-solder miniature components on circuit boards; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to extended periods of walking and standing; reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of an Oklahoma Class "D" Operator's License; and some positions within this classification may be required to obtain a valid applicable Commercial Driver's License (CDL) and/or the employee must show positive intent to obtain the the appropriate valid Oklahoma Class "C" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within two (2) months from hire date and must obtain the license as required by state regulations/law; and some positions within this classification may substitute an unlimited Journeyman Electrician's license as issued by the State of Oklahoma for a two year program in electronics, computer science or another related field.

WORKING ENVIRONMENT: Working environment is indoors and outdoors and in inclement weather; may be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrain, hazardous/toxic atmospheres, damp/wet surfaces, snow/ice covered surfaces, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noises, and computer monitor.

Class Code: 3516

EEO Code: N-03

Pay Code: AT-28

Group: Engineering, Planning, and Technical
Series: Communications Operations and Maintenance

Effective Date: October 10, 2016