



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Electronic Maintenance Technician I	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD) (AFSCME #8)	Position Type:	Full Time
Typical Work Schedule:	7:00 am – 3:00 pm Mon - Fri	Pay Range:	County Compensation Plan
Contact Information:	740/833-2120	FLSA:	Hourly, non-exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual will be required to perform skilled work in the installation, alteration, operation, preventative and predictive maintenance, and repair of electrical and mechanical devices throughout the DCRSD. Individual reports to the Maintenance Manager.

Job Standards

A high school diploma or equivalent and two to four years of related work experience required. Specialized electrical training is preferred.
Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or ability to obtain within 12 months, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability
An Ohio EPA Wastewater Operator or Collection System Operator Certificate is preferred.
All required licenses and certificates must be maintained as a condition of continued employment.

Job Description

ESSENTIAL FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Evaluates electrical systems throughout the DCRSD;
- Organizes and manages an electrical preventative and predictive maintenance program throughout the DCRSD
- Conducts installation and diagnostic maintenance of computer equipment, network peripheral equipment and configuration of software on computers;
- Trains district personnel on proper equipment control functions;
- Assist management in scheduling and monitoring new equipment installations;
- Maintains inventory of computers and electrical control equipment;
- Evaluates new equipment and technologies;
- Maintains manuals and electronic logs and records;
- Installs, maintains, alters, and repairs electrical equipment throughout the DCRSD;
- Responds to alarms and takes corrective actions;
- Performs maintenance on supervisory control and data acquisition systems including network cabling, termination and testing of computer problems for all DCRSD operations;
- Performs and assists in mechanical repairs;
- Makes equipment adjustments and repairs to maintain operations within predetermined limits;
- Dismantles equipment to gain access to and repair defective parts; Reassembles properly after repairs are made;
- Troubleshoots and maintains motor control systems;
- Restores power to lift stations during electrical outages with portable generators;
- Restarts equipment after an electrical outage;
- Maintains electrical components of sewage lift stations;
- Switches electrical feeds to operational units such as pumps, electrical feeders, and drives;
- Records readings from charts and meters;
- Calibrates electrical devices;
- Performs tasks in proximity to electrical, mechanical, chemical, biological, and physical hazards;
- Overtime as required;
- Perform any related essential functions as required;
- Other duties as assigned.



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NON-ESSENTIAL JOB FUNCTIONS:

Performs related non-essential functions as required.

I. SKILLS AND KNOWLEDGE:

Equipment:

- Individual uses the following machines/equipment, but not limited to, machines such as hydraulic press, arc welder, oxy-acetylene torch, portable generator, pumps sludge truck, sewer jet truck, skid steer, forklift, service tractor, lawn tractor, aerial-lift platforms, 4" trash pump, assorted portable pumps, 3000 lb. crane, and power washer;
- Individual uses hand tools including, but not limited to, such as circular saw, jigsaw, hacksaw, hammer, sledge hammer, and other equipment necessary to perform duties;
- Individual uses electronic devices including, but not limited to, such as electric voltage meter, battery charger, OHM meter, meggar, oscilloscope, flow meters, and automatic samplers;
- Individual uses hand tools including, but not limited to, carpentry, masonry, electrical, mechanical;
- Individual uses the following for safety protection including, but not limited to, personal gas monitor, confined space equipment, arc flash suit, arc flash shield, safety rated leather gloves, safety glasses, hearing protection, hard hat, and fall protection equipment.

Critical Skills/Expertise:

- Knowledge of equipment, materials, tools, and standard practices of a variety of electrical and mechanical trades with particular emphasis on wastewater treatment operations;
- Knowledge of multiple computer operating systems and communication protocols for interfacing, and procedures for replacing internal hardware components, including but not limited to configuring software to work with components;
- Knowledge of specific computer languages needed to perform assigned tasks;
- Ability to read, understand, and explain information gathered from technical manuals for hardware and software and manufacturers' technical bulletins for discovered "bugs" and "fixes";
- Knowledge of compliant measures required when dealing with the occupational health & safety administration standards connected with general maintenance operations including confined space, lock out/tag out, crane and hoist safety, and fall protection;
- Knowledge of arc flash regulations and compliance with the standards set forth in NFPA 70E standard for electrical safety in the workplace manual;
- Knowledge of applicable federal, state and local rules and regulations concerning water and wastewater issues;
- Knowledge of wastewater treatment processes and associated equipment;
- Knowledge of wastewater treatment chemicals and associated SDS;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment and analytical skills;
- Ability to distinguish between the full ranges of colors in the color spectrum to work with electrical wiring;
- Ability to troubleshoot controls and instrumentation throughout system;
- Ability to determine faulty power and control devices in electrical panels;
- Ability to read, interpret, troubleshoot from, and modify electrical schematics;
- Ability to read and interpret plant electrical distribution diagrams;
- Ability to program and troubleshoot spread spectrum radios;
- Knowledge of Variable Frequency Drives, Programmable Logic Controllers, and Motor Soft Starters;
- Ability to troubleshoot motor starters, relays, motors, conveyers, and mixers;
- Skilled in 480 volt 3 phase, 230 volt 3 phase, 230 volt 1 phase, 120 volt 1 phase, 24 volt AC, and 12 volt DC systems;
- Knowledge of parallel and series circuits;
- Knowledge of analog and digital controls and circuits;
- Knowledge of step-down, step-up, and isolation transformers;
- Ability to insert control data information into spreadsheets for trending and tracking;
- Knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook;
- Ability to distinguish the different locations of each facility in the DCRSD and to follow a proper time management plan to



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Critical Skills/Expertise Continued:

- ensure that all assigned work is completed in a timely manner;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Thorough knowledge and adherence to follow safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Manager provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

III. PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds. Individual must be able to climb to and work effectively at heights in excess of (100) feet.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

IV. WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation. Individual must be able to climb to and work effectively at heights in excess of 100 feet.

V. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with Managers, co-workers, subcontractors, and other departmental personnel.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Electronic Maintenance Technician 1

PCN#: 1192019515
 Job Code: 19503
 Skill Level: 5
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Adopted by Resolution: 3/10/14