

Application and Selection Process

To be considered for the position, applicants must submit a completed City of Healdsburg application **and supplemental questionnaire**. Apply online at www.ci.healdsburg.ca.us or download the required application materials and mail your application materials to the City of Healdsburg Personnel Office, 401 Grove Street, Healdsburg, CA 95448. Application materials may also be emailed to mmurillo@ci.healdsburg.ca.us. Position is open until filled. First review of applications will be the week of August 27, 2018.

The qualifications of each applicant, as set for in the application, will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which is the oral interview. **Note:** Meeting the minimum qualifications does not guarantee advancement in the selection process.

Compensation and Benefits

Salary Range: \$7,055-\$8,608/per mo.

Retirement: Membership in CalPERS as defined by PEPRA. Employee's pay the employee contribution on a pre-tax basis. The City does not participate in Social Security.

Life Insurance: \$75,000 group term life.

Vacation: 10 days per year, increasing with service.

Holidays: 12 paid holidays per year.

Sick Leave: Accrual of 12 days a year.

LTD Insurance: 100% paid by City.

Medical Insurance: Dental and vision care insurance premiums for employee and dependents paid by City. Employee may choose from Kaiser, Sutter or Anthem Blue Cross for medical coverage. Employees pay a portion of the medical premium on a pre-tax basis for Kaiser and Anthem Blue Cross.

Longevity/Merit Pay: 2% to 6% additional compensation is granted for 5- 25 years of service.

EAP: EAP Program for employee and dependents.

Additional Benefits: Deferred compensation plans and Retiree Health Savings Plan available. Educational Reimbursement of \$1,500.00 per fiscal year. Bilingual Spanish pay incentive.

Union Membership: This position is represented by IBEW Local 1245.

The City

Healdsburg is located 70 miles north of San Francisco on Highway 101 in the literal heart of the wine country. With a population of approximately 10,000 residents, the City's small town charm is reflected in quiet, friendly neighborhoods and traditional Spanish-style plaza. The City of Healdsburg enjoys a moderate climate. Summer temperatures range from 70 to 90 degrees with cool evenings. Winters are mild, with the average rainfall being 40 inches per year and with no snowfall. Because of its location on the Russian River and the surrounding wine valley regions, it offers a wide variety of recreation, scenic and historic attractions and provides excellent opportunity for fishing, hiking, canoeing, swimming and water skiing.

EMPLOYMENT INFORMATION: Prior to employment, the candidate selected for the position will be required to successfully pass a thorough physical examination given by a City-designated physician. Background and references checks will be conducted on the final candidate. The City of Healdsburg will require, as a condition of employment, documentation of the legal right to work in the United States. **ACCOMMODATION:** Candidates who require special accommodations due to a legal disability, should supply the Personnel Department with documentation and a written request five (5) days prior to the date of examination on the need for accommodation. **SPECIAL NOTE:** The information contained in this job announcement does not constitute either an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The City of Healdsburg is an equal opportunity employer and complies with the provisions of the Americans With Disability Act (ADA). Women and minorities are encouraged to apply.

Announcement Date: August 13, 2018

City of Healdsburg

Personnel Office
401 Grove Street
Healdsburg, CA 95448
Phone: (707) 431-3322
Fax: (707) 431-3321



**The City of Healdsburg
is recruiting for**

Instrumentation Technician

Open until filled



The Position

The City of Healdsburg is currently accepting applications for the position of Instrumentation Technician. This is a full-time non-exempt IBEW position. Under general supervision, performs skilled, technical work in the design, installation, testing, calibration, maintenance, and repair of process control, telemetry, and data acquisition systems and subsystems used in the wastewater treatment plant, water production, and distribution facilities, and provide journey level electrical skills in a heavy industrial environment.

The Instrumentation Technician is a journey-level classification which applies considerable detailed technical skill and expertise in the completion of tasks, and ensures that the components of the City's different process control, telemetry, and data acquisition systems are properly programmed and operational.

Essential Job Duties

The following duties are considered essential for this position:

- Design, install, program, test, calibrate, maintain, and repair computer, electronic, pneumatic, and radio systems, and components of process control, telemetry and data acquisition systems;
- Equipment and designs for process control and data acquisition systems;
- Advise, inform, and effectively communicate with City Staff or contract engineers to specify or recommend
- Install, program and maintain a variety of supervisory controls; perform electrical wiring required for the installation of electronic equipment;
- Design, install, maintain, repair, test and construct electrical assemblies; troubleshoot and maintain high voltage electrical systems, controls and related process equipment;
- Specify, install, program, and repair various types of variable frequency motor drive systems; maintain, install, service, and calculate power load distributions to various motors and related equipment;
- Install, repair, and maintain programmable logic controllers, write ladder logic programs; install, maintain and program related hardware and software for control systems; maintain and repair automatic control valves and associated control functions; implement and perform preventive maintenance and repair on motors from fractional to 100 horsepower;
- Records and calculate requirements for new electrical installations;
- Perform preventive maintenance on high voltage transformers, breakers, and distribution panels; and specify,

install, and inspect various types of conduit.

- Repair, calibrate, operate, and maintain test equipment; maintain accurate records of work performed, materials used, and associated costs; and
- Write computer programs for the operation of process control and data acquisition systems, controllers and test equipment.
- Purchase required parts and equipment; contact vendors and other agencies to determine the availability, applicability, and performance of components;
- Inspect and test components installed by contractors; perform related duties as assigned.

Minimum Qualifications

Knowledge of: Design, installation, maintenance and repair of industrial electrical systems; tools and equipment used in the work; occupational hazards and safety procedures related to the work; high voltage distribution systems and controls; supervisory controls, including solenoids, mercury switches, limit switches, and relays; electronic, digital, and analog circuits and power switching to the component level; programmable controller ladder logic programs; National Electrical Code and other appropriate standards and specifications; and building lighting and environmental control systems. **Ability to:** Diagnose faults in complex electronic and electrical equipment; specify, install and inspect electrical conduit in trade sizes from 1/2 inch to 4 inches in diameter; fabricate various panels and control systems; safely use and care for a variety of tools and equipment common to the work; compute power and load requirements for high voltage industrial systems; operate a variety of electronic and electrical test instruments; work independently with a minimum of technical guidance; make sound judgments regarding work methods, tools and safety; read and prepare a variety of wiring diagrams; prepare and maintain accurate records, reports, and work estimates; communicate effectively both orally and in writing; understand and interpret oral and written instructions; provide technical and work direction to other workers; work effectively as a member of a team; and work in hazardous environments and emergency situations. Understand and perform analog, digital, frequency, and time calibration of electronic systems and components; replace and repair electronic and pneumatic sub-assemblies, integrated circuits, relays, and micro-processing chips; design or improve new or existing electronic systems; operate and maintain electric testing, repair, and calibration equipment; work independently and make sound judgments regarding work methods and tools; understand oral and written instructions; read and prepare wiring diagrams and blueprints; prepare and maintain accurate records, reports, and job cost estimates; communicate effectively orally, face-to-face, in a group setting, on the telephone, and in writing; learn in classroom

or on-the-job settings.

Skill in: Knowledge of the theory and skill in the practice of the principles of electronics, computer systems, pneumatics, hydraulics, and radio; operation of flow and level measurement, frequency-based, and process control systems and instrumentation, programmable logic control, alarm, and pneumatic systems; methods, materials, tools, equipment, and practices used in the design, installation, testing, calibration, maintenance, and repair of process control and data acquisition systems; maintenance and repair of test instruments; industrial occupational hazards and appropriate safety precautions; computer programming as applied to controllers and electronic test equipment used in water and wastewater treatment facilities. **Physical Demands:** Incumbents in this classification work in a variety of weather conditions, frequently in cramped conditions such as in vaults or electrical cabinets, and may be required to work in hazardous or emergency situations. Calibration of metering devices requires the close observation of digital or analog displays and data print-outs to determine compliance with performance standards. While installing electronic or radio equipment, an Instrumentation Technician must be able to distinguish color codes on wires and electronic devices, and perform precise muscular movements of the hands. Some tasks, such as installation and maintenance of radio equipment or tank level monitoring devices, entail climbing ladders and working at heights over 10 feet above the ground. Simple construction projects may necessitate the use of small hand tools such as saws, hammers, and screwdrivers. Transportation of monitoring equipment to a job site may require carrying 20-50 pound objects for short distances over rough and uneven ground. Alarm sirens at the work site require that technicians be able to hear audible warning devices. Work in a vault or other confined space may require the use of a self-contained breathing apparatus.

Licenses/Special Requirements

Must possess a valid California motor vehicle operator's license. Possession of a CWEA Grade I Instrumentation Technician certificate is highly desirable.

Experience and Education

Education equivalent to an AS Degree in electrical theory, mathematics or closely related field and at least two years experience working in a similar position or in the electronics industry.