INSTRUMENTATION/COMMUNICATION TECHNICIAN
Bargaining Unit Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DESCRIPTION:
Under general direction of the Supervising Communication Technician, participates in field testing, inspection, repair, maintenance and installation of communications and instrumentation equipment associated with the operation, maintenance and repair of water supply, flood control, hydroelectric and recreation facilities and their various related components of the Yuba Water Agency’s facilities.

DISTINGUISHING CHARACTERISTICS:
The Instrumentation/Communication Technician is journey-level technical classification. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. The Instrumentation/Communication Technician must perform his/her duties in a manner that reflects positively on the Yuba Water Agency, support strong safety culture and meets the missions of the agency of flood control, water supply, fishery enhancement, recreation and hydroelectric generation.

EXAMPLES OF ESSENTIAL DUTIES:
This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills to perform other duties as assigned.

- Participates in the testing, maintenance, repair, and installation of instrumentation and communication equipment, including frequency control devices, low voltage wired and wireless media, microwave systems, (e.g., waveguide, antenna, pressurization equipment and channel banks), spread-spectrum radios, land mobile radio systems, fiber optic and electrical low voltage cabling, and sensors, including vibration, temperature detection, flow, and hydro telemetry and data logger equipment.
- Collaboratively works with the Operations, Maintenance, Engineering, Compliance, Hydrographic, and IT departments to assist in the design, installation, maintenance, and repair, including troubleshooting of the agency’s hydro and energy SCADA hardware and software settings according to agency engineering, architectural and security requirements.
- Performs maintenance and testing of designated supervisory protective relay equipment.
- Calibrates and adjusts instruments and meters according to standards and ensures accuracy of readings.
- Prepares schematic drawings, sketches, and reports to reflect changes or alterations made in systems.
- Uses the Maintenance Management System to track and report work through a work order system including Preventative Maintenance (PM) and Corrective Maintenance work orders in a timely manner.
- Responsible for accomplishing all aspects of the assigned work in conformance with operations, maintenance and equipment safety standards, as well as adhering to all Yuba Water Agency safety policies and procedures, including but not limited to California Occupational Safety and Health Administration (Cal/OSHA), NEC, ISO policies and procedures.
- Prepares recommendations for necessary tools, equipment, supplies and support services.
- Keeps supervisor(s) informed of work plans and work in progress in a timely manner.
- Builds and maintains positive working relationships with co-workers, other agency employees and the public using principles of good customer service.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs related duties as required.
KNOWLEDGE OF:

- Supervisory Control and Data Acquisition (SCADA) systems.
- Principles of and accepted methods of telemetry (radio, microwave, fiber) equipment and sensor installation and calibration.
- Communication protocols (DNP3, SDI-12, Modbus, Hart, etc.)
- Software, including, but not limited to Visio, CAD, Word, Outlook, Excel and PowerPoint.
- Applicable industry best practices such as OSHA, NEC, ISO.
- Principles of writing and technical documentation.
- Basic arithmetic, as it applies to the position.

SKILLED IN:

- Identifying, diagnosing and resolving problems and situations in the workplace.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Maintaining accurate records and files.
- Communicating clearly and concisely, both oral and written.

ABILITY TO:

- Troubleshoot various business issues.
- Analyze data and apply information to solve problems.
- Maintain complete and accurate records and prepare clear and concise reports.
- Use initiative and independent judgment within the appropriate management and supervision guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work, with an emphasis on team building and interpersonal relationships.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both inside and field settings, with some travel from site to site, with all types of weather and temperature conditions; exposure to noise, dirt, dust, traffic, electrical energy, and high voltage; may work irregular hours; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers and state, federal, county and other public agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight, up to but not limited to 50 pounds, in accordance with safe working practices; if lifting more than 50 pounds use two or more people to lift load; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles, and to verbally communicate to exchange information. Must be able to climb ladders, climb multiple flights of stairs; have dexterity to climb in and out of, and ability to work in close quarters. Requires the use of safety hats, belts, harnesses, face guards, safety glasses and goggles, safety shoes, protective clothing including Arc Flash/FR clothing, ear protection, and other safety equipment, where necessary.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.
MINIMUM QUALIFICATIONS:
The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, the agency reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in the selection process.

Education/Training:
Graduation from high school or equivalent.

Experience:
2-5 years of journeyman experience or other equivalent training program and experience in maintenance and repair of equipment and systems similar to that found in the agency’s power project preferred.

License or Certificate:
Completion of an apprenticeship program in technical communication and/or instrumentation. Possession of, and ability to maintain Authorized Climber and Authorized Rescuer certificates. Possession of, and ability to maintain, an appropriate, valid California Class C Driver License.

SPECIAL REQUIREMENTS:
This position is subject to call out at any time and must reside close enough to travel to the Colgate Powerhouse within one hour.

POST-OFFER/PRE-EMPLOYMENT PHYSICAL:
Employment is subject to passing a physical examination, including a drug test, and a pre-employment background check.

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<th>Revised</th>
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