

**DEPARTMENT:** CITY OF NORTH TONAWANDA  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** NOVEMBER 22, 2013

**ELECTRONICS TECHNICIAN – NORTH TONAWANDA**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible position that maintains and repairs electrical/electronic equipment, devices, and apparatus that are located in a water or wastewater treatment facility and transmission system. Work is performed on a wide variety of electrical/electronic equipment which requires an in-depth knowledge of modern repair and maintenance procedures. The incumbent assembles and installs electrical/electronic equipment and maintains its proper operating condition. The incumbent is also responsible for the maintenance and repair of electric/electronic equipment including supervisory control and data acquisition equipment used in a water and/or wastewater treatment facility and transmission system. The incumbent may be assigned responsibility for maintaining critical equipment during emergencies. General supervision is received from the Chief Operator. Considerable leeway is allowed for the exercise of independent judgment in accordance with applicable laws and district policy. Employees in this class are required to travel between facilities. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Maintains and repairs machines such as generators, motors, volt meters, oscillators, digital computer trainers, radio transmission equipment, variable and constant speed drive controller, process or treatment plant controller, industrial controls, flow meters, motorized valves and computers (micro and mini), programmable logic controllers, supervisory control and data acquisition equipment, etc.;
2. Diagnoses and corrects problems in electrical and electronic control circuits for various pumping and mixing equipment;
3. Maintains department electrical systems, heating, ventilating, air conditioning, telephone, paging systems, supervisory control and data acquisition equipment, etc.;
4. Assembles purchased equipment and sets in place; tests new equipment for accuracy in operation and adjusts or calibrates where necessary;
5. Conducts detailed process and equipment evaluation studies;
6. When assigned, oversees and directs the start-up of major process operations;
7. Maintains inventory of equipment and tools and requisitions supplies as required;
8. Keeps abreast of latest developments in the field of electronics and communications;
9. Updates and maintains department electrical plans with all modifications and maintains necessary maintenance reports as needed;
10. Prepares reports and maintains records on all instrumentation repair and maintenance work performed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the tools, terminology, procedures and equipment of electricity and electronics; good knowledge of the operation and maintenance of electronic equipment; working knowledge of computers and related equipment; working knowledge of electrical/electronic equipment and controls used in a water and/or wastewater treatment facility and transmission system; good communication and report writing skills; ability to diagnose problems and make repairs to scientific electronic equipment; ability to read and interpret schematics, diagrams and drawings; ability to design, fabricate and repair various types of electrical and electronic equipment; familiarity with process control equipment; sound judgment; dependability; willingness to be called into work during emergencies; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma:

**AND:** 1. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in electronics and two (2) years of satisfactory experience in the maintenance and repair of Supervisory Control and Data Acquisition (SCADA)\* equipment;

**OR:** 2. Four (4) years of satisfactory experience in the maintenance, repair and fabrication of electronic equipment, two (2) years of which must have been in the maintenance and repair of Supervisory Control and Data Acquisition (SCADA)\* equipment.

**\*Note:** Examples of SCADA equipment include but are not limited to remote readings of temperature, pressure, flow data, elevations of process material, the control of pumps, chemical injections, etc.

**SPECIAL REQUIREMENT:** Candidates must possess a valid New York State driver's license at time of appointment and employees must maintain one for the duration of employment.