

Instrumentation Technician - Security

DEPARTMENT:	Maintenance	REPORTS TO: Instrumentation Foreman
SCHEDULE:	Monday-Friday 7:00am-3:30pm	PAY GRADE: 3

Position Summary

The Instrumentation Technician is responsible to perform preventive, corrective and emergency maintenance and calibrations on security systems, SCADA (Supervisory Control and Data Acquisition) systems and related electronic equipment. Also, maintains and supports the security camera network and access control system. Additionally, this position contributes to regulatory compliance and efficient operations of the District.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Perform routine preventive maintenance and repair on security systems, hardware, computers and peripheral devices, and all other electronic equipment
- Perform emergency repair on security systems, hardware, computers and peripheral devices, and all other electronic equipment
- Assist in maintenance of access control hardware including card readers, electric strikes, magnetic strikes, crash bars, door contacts, DSX control panels and perform routine calibrations, gate and gate operators and inspections including maintenance of records
- Perform routine preventive maintenance on surveillance cameras, DVRs, troubleshooting phone line circuits and related communications equipment.
- Assist Instrumentation Specialist/Technicians in maintenance of SCADA systems and process control related equipment
- Utilize work order system to ensure that all tasks are properly prioritized
- Records data in the work order and maintenance programs to ensure routine preventive, corrective and emergency maintenance is completed
- May be on call for after-hours emergencies
- Other duties as assigned, which may include but are not limited to housekeeping, light maintenance, and working with other divisions as needed
- Follows procurement guidelines and procedures
- Coordinates with various departments, contractors, vendors, and agencies to ensure effective maintenance and operations
- Ensures compliance of company policies, including but not limited to safety concerns and incident reporting
- This description describes only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department

Required Education and Experience

- High School degree required
- Two-year degree/certificate or three years related experience preferred
- Electrical and electronics skills
- Experience operating a SCADA system preferred
- Knowledge of the DSX Access Control system

Licensing/Certifications

- Valid Driver's License

Additional Skills

- Ability to maintain effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups
- Ability to learn intimate details of the water system to understand how various components interact with each other
- Ability to work in Microsoft Office programs and other software systems
- Ability to manage multiple tasks and prioritize appropriately
- Ability to troubleshoot and problem solve unique problems
- Ability to read schematics, wiring diagrams, blue prints

Work Environment and Physical Demands

This job requires climbing heights above and below 190+ft, balancing, stooping, kneeling, crouching, crawling, pushing, reaching, standing, sitting, lifting, talking, hearing, depth perception and repetitive motions. Heavy Work: exerting up to 50 pounds. Environmental conditions: subject to extreme heat, cold, humidity, wetness, noise, and vibration. Hazardous conditions: moving parts & equipment/tools, hazardous chemicals, high voltage electricity and working alone.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

TO APPLY:

If you have an interest in the above named position, and you meet the listed qualifications, please complete and submit an application form which is available at www.nkywater.org or in person at 2835 Crescent Springs Road, Erlanger, KY 41018. Applications may be submitted by email to hr@nkywater.org or mailing to 2835 Crescent Springs Road, Erlanger, KY 41018.

The Northern Kentucky Water District is an Equal Opportunity Employer/Minorities/Females/Disabled/Veterans.

Posting Date: November 15, 2018