



## IVGID Job Announcement

IVGID is currently accepting applications for a **SCADA Instrumentation Technician**. This is a full time, year round, non-exempt position with the Public Works team. This is a bargaining unit eligible position.

**Compensation:** \$41.31 - \$49.57 per hour DOE/DOQ  
*(posted min. to mid. of range)*

**Benefits:** Medical, Dental, Vision, Prescription insurance  
Short-Term/Long-Term Disability insurance  
Deferred Comp (457b) and Pension (401a) Retirement Plans  
Section 125 Flexible Spending Plans  
Vacation & Sick Leave  
Eleven paid holidays  
Recreation & Food Discount privileges

Create a profile, submit online application (attach resume) at [www.yourtahoeplace.com/jobs](http://www.yourtahoeplace.com/jobs)  
In-person drop-off application to Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).  
[jobs@yourtahoeplace.com](mailto:jobs@yourtahoeplace.com) 775-832-1100

**Deadline to Apply:** This position is Open Until Filled.  
*We are an Equal Opportunity Employer*

**Date Posted:** 03/25/24

### SUMMARY

Coordinates, maintains, supports, installs, repairs, and utilizes: all aspects of the District's specialized operational technology systems associated with the Water and Wastewater Division; electrical instrumentation, control systems and mechanical equipment. Participates in the planning, design, procurement, installation, operation, maintenance, repair, integration, training and modification of assigned systems. Performs the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to customers and business partners.
2. Performs ongoing system support and maintenance; troubleshoots, repairs, programs, configures, and tests systems to ensure optimal operations.
3. Develops, modifies, and maintains PLC and RTU control logic as well as HMI screens used to control the water and wastewater systems.
4. Develops SCADA system alarms in a uniform method to enhance operator situational awareness; manages these alarms and alarm reporting.
5. Participates in short and long term planning associated with assigned systems and the Capital Improvement Program (CIP). Collaborates with District staff and consultants to evaluate the future needs for hardware, software, and instrumentation to develop technology master plans.
6. Develops required inventory for replacement parts and consumables for assigned systems.
7. Troubleshoots and repairs control circuits associated with the District's Water and Wastewater treatment processes. Performs routine maintenance and calibrations on instrumentation devices.

8. Trains operations and other technical staff on the use of applicable control and operations systems, as well as associated software applications.
9. Assists Electrician/Instrumentation Technicians as needed and by approval of the Utilities Superintendent.
10. Repairs and maintains electrical, components, control and instrumentation equipment. Performs various types of tests and calibrations on instrumentation, control, mechanical and electrical equipment (vibration, meg, resistance, thermography, etc.).
11. Installs control and distribution apparatus such as switches, relays, instrumentation, cabling, and cabinetry on low voltage control systems.
12. Follows safety procedures and guidelines. Develops and maintains proper system access controls, including data security and redundancy.
13. Completes paperwork as needed for cost reports, work logs, etc., inputs to a computerized maintenance management system. Provides comprehensive analysis of operational systems and any proposed changes. Develops and maintains change management, approval, and tracking process.
14. Assists with employee safety and diagnostic training as needed.
15. Assists with inter-departmental projects as needed, when available, and with Utilities Superintendent approval.

#### **SUPERVISORY RESPONSIBILITIES**

Occasionally required to coordinate projects, emergency responses, and work activities of others.

**QUALIFICATIONS** To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED) and Associate's degree (AA) in electronics or similar discipline; three years' professional experience with PLC and RTU programming and SCADA system maintenance; three years' of experience with instrumentation and control systems; or two years' experience or technical training as an Electrician, Electronic Technician or equivalent combination of education and experience is preferred but not required.

#### **COMPREHENSION/COMMUNICATION SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers and employees of the organization. Ability to read and interpret electrical and instrumentation diagrams. The duties and responsibilities of this position necessitate the use of a cellular phone for District business reasons.

Effective communication skills required to participate in peer evaluations and feedback process used in all aspects of this work environment (i.e., staff meetings, training, evaluations, disciplinary actions, etc.)

#### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possess a valid Driver's License at time of hire, and possess or have the ability to obtain within 2 years of hire, Grade I Water Treatment and a Grade I Wastewater Treatment certifications from the Nevada Department of Environmental

Protection (NDEP). Possession of a Grade III Electrical/Instrumentation certification from California Water Environment Association (CWEA) preferred but not required. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

**OTHER SKILLS OR ABILITIES**

Ability to work in a self-directed work environment. Must be self-motivated and show a high level of initiative. Must be available for and able to evaluate emergency callouts and to work overtime as required. Strong computer skills, good organizational and customer service skills, ability to work independently, and ability to deal courteously and efficiently with the public. Position will require person to work after hours, holidays, and weekends as needed for emergencies.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to stand or sit, walk, use hands/fingers to handle or feel, climb stairs/ladders or balance; stoop, kneel, crouch, or crawl, talk or hear, see and smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vibration; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and radiation from the sun. The employee is occasionally required to work in confined space and is occasionally exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is occasionally loud.