



# E & I Technician Job Description

**Reports To:** Automated Systems Manager  
**Department:** Automation Controls

**Pay Grade:** 8  
**Classification:** Non-Exempt

## Position Summary

The E & I Technician performs electrical and instrumentation maintenance activities and projects. Skilled in the fabrication, installation, inspection, testing, adjustment and repair of electronic, electro-mechanical, and pneumatic control circuits and systems. These systems are used to record, indicate, and control the operation of various machines, including process measurement and control instrumentation.

## Essential Duties & Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Install, maintain, and repair industrial control systems and power distribution systems including electric motors, motor control devices, variable speed drives.
- Maintain water and wastewater instrumentation including analytical, flow, pressure, and level transmitters.
- Maintain computer equipment including telemetry (SCADA) system, HMI software, programmable controllers, UHF radios, fiber networking, and process systems.
- Installs, repairs, and maintains office computers and networking equipment.
- Work with electrician to install new equipment including conduit and wiring.
- Responsible for preventative maintenance and calibrations to all electrical, instrumentation, and process equipment.
- Maintain accurate equipment files such as maintenance and inventory logs, manuals, and blueprints.
- Be responsible for clean-up of shop and work sites.
- Working knowledge of Pace's geography and street locations with the ability to become proficient
- Working knowledge of motor control circuits
- Understand local, state, and national electrical codes
- Proficient in all Microsoft Suite products
- Operate and perform maintenance of hand tools, light, and heavy equipment
- Read and understand manuals, blueprints, and schematics
- Read and use area maps and utilize electronic meter reading devices
- Make simple mathematical calculations rapidly and accurately
- Understand and follow both written and oral instructions



# E & I Technician Job Description

- Clearly communicate information both verbally and in writing
- Establish and maintain a professional effective working relationship with associates and to positively interact with all levels of employees and members of public
- Effectively troubleshoot and resolve issues
- Ascertain priorities and meet deadlines and objectives
- Exercise sound judgment and discretion in decision-making in all phases of responsibilities
- All other duties assigned.

## Minimum Qualifications

High school diploma or GED,  
5 years education, training, and/or combination

## Licenses, Certifications or Registrations

Valid Driver's License  
Class "A" Commercial Driver's License or ability to obtain one within six (6) months  
(must be approved as insurable driver by insurance carrier)

## Knowledge, Skills & Abilities

- Demonstrates the company **Mission Statement** in all job functions and day to day activities by providing dependable and quality customer service
- Possesses a high level of **integrity** and strive to always do the right thing
- Provides high **quality** services and strive for excellence in all we do
- Demonstrates **dependability** by delivering on commitments consistently and timely
- Possesses a positive **attitude** by being teamwork driven and a positive influence on others
- Provides the highest level of **customer service**
- Demonstrates **stewardship** by being responsible for the company's assets and properties
- Demonstrates good attendance and appropriate general hygiene and dress
- Exemplifies safety mindfulness during all Company related activities by always utilizing and/or wearing any and all required safety equipment; is always looking for ways to improve organizational safety, and ways to avoid accidents and/or injuries.
- Demonstrates good communication and interpersonal skill to customers, clients, and co-workers.
- Demonstrates the ability to manage conflict in a constructive manner.
- Demonstrates the ability to maintain strict confidentiality of Company business affairs and operations.



# E & I Technician Job Description

## Physical Demands

- While performing the duties of this job, the employee is regularly required to use hands and fingers to operate basic operations equipment
- Use of close vision, distance vision, and the ability to adjust focus
- Ability to distinguish shades of colors
- Physically demanding work will typically involve some combination of standing, walking, lifting, pulling, stooping, crouching, bending/kneeling, reaching, pushing, crawling, climbing, balancing, and repetitive motions
- Moderate to heavy lifting is required (up to 50 pounds)
- Exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, heat and cold, noisy, and dusty conditions, odors, heights, and working in and with moving objects and moving vehicles

Pending Board Approval



# E & I Technician Job Description

## Job Description Acknowledgement

*I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position with or without reasonable accommodation.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

Pending Board Approval