



T-TSA Memo

Date: January 08, 2024
To: All Staff and General Public
From: Vicky Lufrano, Human Resources Administrator
RE: Job Posting – Electrical & Instrumentation Technician I/II/III

Electrical & Instrumentation Technician I/II/III

Due to the recent internal promotion within the department, T-TSA is seeking an individual eager to consistently support and adhere to Agency Core Values and is a demonstrated team-player. This position performs technical duties in the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations within the Maintenance Department; and provides support to an assigned supervisor. Reports directly to, and receives supervision from the Electrical & Instrumentation Supervisor. Performs technical work on a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations.

- Adhere to agency electrical safety policy for arc flash and shock protection when working near exposed electrical components.
- Operates process calibrators and controllers to configure, program, calibrate, and start-up plant instrumentation and control systems.
- Inspects electrical equipment, electronic systems and telemetry equipment for proper operation.
- Performs work at on-site areas, as well as off-site monitoring stations requiring the use of an Agency vehicle.
- Programs, troubleshoots, and repairs Variable Frequency Drives and other equipment.
- Installs new equipment and parts, including conduit and wiring.
- Performs preventative and corrective maintenance on plant instrumentation, controls, and electrical systems.
- Estimates time, materials and prioritizes jobs as required for various tasks.
- Performs confined space entries to service equipment.
- Assists, communicates with, and coordinates with Information Technology for troubleshooting of process controls and with Operations to achieve proper process control efficiency.
- Recommends upgrades for instrumentation and control systems; orders replacement parts for repairs as authorized.
- Maintains accurate maintenance records; completes reports and other documentation as required; enters and retrieves information electronically.
- Utilizes Computerized Maintenance Management System (CMMS) to track work orders, preventative maintenance and asset management.
- Creates, maintains and verifies instrumentation and electrical engineering drawings.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as assigned.

T-TSA has a very competitive employee benefit package which includes participation in CalPERS retirement; 100% of Medical/Dental premiums for employees and dependents are paid by the Agency; Vision insurance is Agency funded; Premium paid for employee life insurance; Thirteen (13) paid holidays; Health Reimbursement Arrangement (HRA); vacation and sick leave benefits; and more. In general, most departments/positions at TTSA, work 6:00 a.m. - 4:30 p.m., Monday through Thursday, equating to four 10-hour days.

Open Date: 01/08/2024

Close Date: Open Until Filled

Pay Range: E&I Tech I - \$38.63 – \$49.30/hour non-exempt (DOE)

E&I Tech II - \$42.68 – \$54.47/hour non-exempt (DOE)

E&I Tech III - \$47.15 – \$60.19/hour non-exempt (DOE)

Interested applicants are encouraged to apply by submitting an application, resume, and cover letter to Vicky Lufrano at vlufrano@ttsa.ca.gov by end of close date. Please specify "Electrical & Instrumentation Technician" in the subject title of the email. A complete job description and application can be downloaded from our website at: <https://www.ttsa.ca.gov/human-resources/pages/job-openings>.