



Ute Water Conservancy District Job Description

Job Title:	Instrumentation Technician
Job Code	Water Treatment Operations
Salary Range:	\$33.83 - \$40.92 hourly
Department:	Water Treatment Facility
Reports To:	Water Treatment Assistant Superintendent
FLSA Status:	Non-Exempt
Compensation Factor(s):	Education, Training & Experience; Merit System; Seniority
Prepared Date:	January 2025

SUMMARY

This position reports to the Water Treatment Assistant Superintendent and is responsible for semi-skilled and skilled troubleshooting, maintenance, and upkeep of the water treatment facility and source water infrastructure in pursuit of the District's objectives by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performance of duties follows standards, policies, and plans established by the District as well as applicable federal, state, and local regulations.

- Responsible for semi-skilled and skilled troubleshooting, maintenance, and upkeep of the water treatment facility and source water infrastructure.
- Performs the instrumentation essential functions and responsibilities of the Water Treatment Assistant Superintendent during absences or as assigned.
- Assists in the installation and validation of new controls equipment and monitoring software.
- Maintains electromechanical equipment such as flow meters, pressure transducers, variable frequency drives (VFDs), and online analyzers per preventative maintenance schedules and on an emergency basis.
- Performs Programmable Logic Controller (PLC), Remote Terminal Unit (RTU), Human Machine Interface (HMI), and other programmable device edits.
- Investigates, troubleshoots, and corrects problematic controls equipment.
- Maintains and provides detailed records of work completed on all instrumentation systems.
- Determines appropriate preventative maintenance schedules for equipment.
- Researches and orders parts associated with water treatment processes.
- Works daily with the Plant Mechanic and Operations Maintenance Technician positions.

- Assists in receiving chemical shipments.
- Works safely around chemicals including chlorine, liquid ammonium sulfate, caustic soda, polymers, aluminum sulfate, hydrofluosilicic acid, powdered activated carbon, and copper sulfate.
- Compiles data and records information for facility records in the Computerized Maintenance Management System (CMMS). Attention to detail, penmanship, spelling, and punctuation are critical to relay important information.
- Develops, reviews, revises, and follows Standard Operating Procedures.
- Changes out chlorine containers.
- Actively participates in staff meetings.
- Regular or continuous public contact. Interacts respectfully and professionally with all District employees, board members, and non-employees such as the public, customers, vendors, contractors, consultants, etc.
- Operates a motor vehicle.
- Operates a forklift.
- Operates a variety of hand and power tools.
- Demonstrates reliable and consistent job attendance.
- Performs the essential functions listed on pages 3, 4, and 5 of this job description.

GENERAL DUTIES

- General duties may be assigned. May assist in other areas as assigned.
- Management retains the discretion to change the duties of the position at any time.
- Assists with the development of the budget.
- Fills in for Water Treatment Operators as needed.
- May conduct public tours, participate in special events, and make presentations.

MINIMUM QUALIFICATIONS AND REASONABLE ACCOMMODATION

To perform this job successfully, an individual must perform each essential duty and all job requirements satisfactorily. The requirements detailed within this job description are representative of the knowledge, skills, certifications, licenses, registrations, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. To request an accommodation, please contact the Human Resources department. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.



EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, and/or REGISTRATIONS

- Required:** High school diploma or general education degree.
A minimum of one (1) year of experience in industrial controls.
A valid Colorado Driver's License, in good standing, with insurability under District insurance standards.
A valid State of Colorado Class "D" Water Treatment Operator certification or obtains such certification within two (2) years from the date of hire into the position.
- Preferred:** Certificate or degree with education in industrial controls, instrumentation, or directly related field from an accredited institution.
Experience with or certifications in Rockwell/Allen Bradley Automation software and components.
Water treatment facility experience.

Any equivalent combination of certifications, education, or experience that provides the required skills, knowledge, and abilities of the position.

LANGUAGE AND COMMUNICATION SKILLS

- Communicates in English.
- Both verbal and written communication skills are critical to this position.
- Communicates thoroughly and concisely with all District employees, board members, and non-employees.
- Read, interpret, understand, and apply electrical drawings, schematics, equipment manuals, and blueprints.
- Write routine reports and maintain accurate logs and records.

COMPUTER SKILLS

- Proficient in the use of computers and mobile devices, including software such as Microsoft 365 and telecommunications platforms.
- Experience with PLC programming software.
- Experience with ESRI web mapping platforms including ArcGIS Field Maps.

MATHEMATICAL SKILLS

- Must understand and apply a wide range of advanced water treatment math.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Works with mathematical concepts involved in water treatment such as complex chemical calculations, dosage calculations, complex conversions, and dimensional analysis.
- Calculates water flows and volumes and applies concepts such as fractions, percentages, and ratios to practical situations.

REASONING SKILLS

- Uses discretion and tact when interacting with all District employees, board members, and non-employees.
- Applies common sense and sound judgment to perform the job duties and responsibilities.



- Exhibits excellent organizational skills, takes initiative, and efficiently multi-tasks.
- Works methodically and safely under pressure in emergency situations.
- Works with many variables to troubleshoot and solve basic to intermediate problems.
- Defines problems, collects data, establishes facts, draws valid conclusions, and develops solutions.
- Applies logical thinking to carry out instructions furnished in operations manuals and Standard Operating Procedures.
- Interprets a variety of instructions furnished in written, oral, diagram, and/or schematic form.
- Troubleshoots SCADA software, instrumentation, and process control systems.

INTERPERSONAL SKILLS

- Displays excellent interpersonal skills and maintains rapport with all District employees, board members, and non-employees.
- Works independently and as part of a team to meet the District's needs.

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 for eight (8) hours or more per day.

- Regularly required to talk and hear.
- Frequently required to sit and work on a computer, performing repetitive typing activities.
- Frequently required to use hands and fingers to handle, touch, feel, or grasp objects, tools, and parts, and reach with hands and arms.
- Frequently required to sit, stand, walk, bend, twist, climb, balance, stoop, kneel, crouch, crawl, and work at varying heights.
- Frequently lifts and/or moves up to 25 pounds and occasionally up to 50 pounds.
- Specific vision requirements include close vision, distance vision, peripheral vision, depth perception, color vision, and adjusting focus.
- This position must pass the required annual tests for the wearing of a respirator.
- Must perform all physical demands with or without reasonable accommodations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job for eight (8) hours or more per day.

- This job is performed indoors and outdoors in various weather conditions including extreme heat and extreme cold.
- Position works approximately 75% of the time indoors and 25% of the time outdoors.
- Frequently exposed to moving mechanical parts, dust, fumes, airborne particles, and toxic or caustic chemicals.
- Position may be exposed to high/low voltage electrical equipment, works in confined spaces, and in high precarious places.
- The noise level in the work environment is usually moderate.
- Temporary telecommuting arrangements may be approved based on extenuating circumstances such as a pandemic, inclement weather, special projects, business travel,



reasonable accommodation, or other reasons at the District's sole and absolute discretion and only when approved by the General Manager in a written remote work agreement.

SAFETY REQUIREMENTS

- This is a safety sensitive position subject to drug and alcohol screening.
- Employees are automatically enrolled and required to participate in the District's emergency communication platform.
- Follows safe work practices according to industry and District standards.
- Familiarity with electrical safety, Lock Out/Tag Out, Confined Space procedures, and Hazardous Communications is required.
- Wears and uses personal protective equipment as required, including a full-face respirator when necessary.
- This position must pass the required annual tests for the wearing of a respirator.

HOURS

- This is a non-exempt position.
- Typical work hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.
- Must work a 40-hour work week and work overtime, with or without notice, when workload demand requires it.
- Position is required to be on-call and to respond to emergency situations.
- Position works operator shift schedule as required.

