

INSTRUMENTATION TECHNICIAN

DEFINITION

Under supervision, assists in the installation, alteration, maintenance, repair, and calibration of a variety of process instrumentation equipment used in Water or Wastewater Treatment facilities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Exercised no supervision.

DISTINGUISHING CHARACTERISTICS

Instrumentation Technician is an entry level class in which incumbents assist with a variety of specialized and skilled duties involving the installation, repair, maintenance, and calibration of water/wastewater related instrumentation. This class differs from Instrumentation Specialist in that the latter is a journey level class in which incumbents perform the full range of duties under a minimum of supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Assists in documenting procedures and readings of process control instrumentation and related equipment.

Assists in troubleshooting, calibrating, and repairing process control instrumentation and related equipment.

Assists in conducting periodic preventive maintenance inspection of all process control instruments; cleans, lubricates, calibrates, and adjusts as conditions indicate.

Assists in laying out, installing, aligning, and placing into service new metering and recording devices; calibrates as required.

Reads and interprets wiring diagrams, mechanical drawings, manuals and specifications.

Assists in configuring process and instrumentation diagrams, control loop parameters and discrete logic for programmable logic controllers and distributed control systems.

Uses and maintains a variety of hand and power tools and bench test equipment related to instrument installation and maintenance.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, practices, and equipment used in the maintenance, repair, testing, and adjusting of a variety of process control and monitoring instruments.

Applicable safety practices and procedures.

Skill/Ability to:

Learn codes, laws, and ordinances pertaining to process instrumentation equipment and water/wastewater treatment.

Maintain and prepare accurate documentation regarding instrument repair work.

Perform on-going preventive maintenance for instrumentation.

Establish and maintain effective working relationships.

Diagnosing mechanical, hydraulic, pneumatic, electrical and electronic malfunctions in instrumentation and telemetry systems.

Making repairs and overhauls to metering and process control instrumentation and related equipment.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

One (1) year of experience as an electronic technician or industrial electrical work.

OR

Completion of 15 semester units of electronics or closely related course work from an accredited college, university or vocational training program.

An Instrumentation Technician may be promoted to Instrumentation Specialist after one year of experience and upon the recommendation of the appointing authority.

SPECIAL REQUIREMENT

Possession of a valid California Class C Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File
Director of Personnel Services

DATE: 10/20/2025

SE:NK:jl:04/29/02
Revised: EVG/C&C: 10/20/2025