

CITY OF SALINA

POSITION DESCRIPTION

CLASS TITLE: Utilities Controls Technician GR: 109 FLSA: Non-Exempt DATE: 6/6/2025
DEPARTMENT: Utilities / Parks & Recreation DIVISION: Utilities Administration JOB CODE: 7055
REPORTS TO: Utilities Maint. Supt. and assigned Parks & Rec. supervisor APPROVED: _____

GENERAL DESCRIPTION:

Under general direction, performs work on electronic systems at water, wastewater, aquatic facilities and water playgrounds. Work includes installing, programming, troubleshooting, and maintenance of hardware and software including PLC's, SCADA and telemetry systems. Provide support to departmental activities as related to all instrument and control systems.

TYPICAL DUTIES:

- Install, maintain, upgrade and repair field instrumentation, programmable logic controllers (PLC's), actuators and positioners, and network communication devices.
- Diagnose, troubleshoot, and repair points of failure in field instrumentation, PLC's and human machine interface (HMI) systems.
- Train and assist users with software applications and upgrades.
- Coordinate installation of electronic systems, including power suppliers, circuit protection, isolation relays, uninterruptible power supplies, internal wiring, terminal block, I/O modules, central processing units, local display, media conversion and network communications.
- Maintain PLC coding to include process control, monitoring, runtime data and alarming.
- Install and maintain alarm systems.
- Maintain historical data archiving and trending software and its associated hardware.
- Read and interpret technical documents and manuals.
- Perform overtime as needed and other duties as assigned.

SEASONAL DUTIES AT AQUATIC FACILITY (APRIL-SEPTEMBER):

- Treat water with the proper chemicals to maintain safe and healthy water quality.
- Test water for chlorine, pH, total alkalinity, hardness, total dissolved solids and cyanuric acid.
- Maintain filter system, inspect filter media, calculate proper flow rate through filters, inspect for leaks, log appropriate data and maintain documentation.
- Check operation and coordinate repair/replacement of safety equipment.
- Check operation and coordinate repair/replacement of pool equipment.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Lead staff, outside contractors and vendors in performing work procedures as assigned.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

High school diploma or equivalent; two (2) years of experience in the installation, configuration, and support of field instrumentation hardware, process automation system, and use of PLC and HMI programming applications or electrician apprenticeship; possession of a valid Kansas driver's license; and possess or obtain a National Recreation and Parks Association Aquatic Facility Operator certification within one year of appointment.

RESIDENCY REQUIREMENTS:

This position has a 40-minute response time by way of the most direct route and within the posted speed limits or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL DAILY JOB FUNCTIONS:

Establish and maintain effective working relationships with employees, officials and the public. (Daily)
Provide instruction and assistance to staff. (Daily)
Apply principles, standard practices and knowledge of equipment to maintain equipment properly and effectively. (Daily)
Maintain and conduct an effective maintenance program. (Daily)
Interpret blueprints, schematic drawings and technical manuals. (Daily)
Provide clear and concise reports and technical documents. (Daily)
Effectively communicate orally and in writing. (Daily)
Knowledge of rules, regulations, policies and operating procedures. (Daily)
Understand and apply knowledge of safety rules and regulations. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required.

Walking: Extensive amount required.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 20 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential functions.

Color Vision: Ability to distinguish colors.

Hearing: Adequate to perform essential job functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Frequently operates precision equipment.

Manual Dexterity: Frequently operates valves, switches, tools, etc.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside.

Cold/Heat: Adverse conditions possible.

Wet/Dry: Adverse conditions possible.

Noise/Vibrations: Equipment noise.

Hazards: Moderate exposure to chemicals.

Fumes/Dust/Odors: Moderate exposure to dust and occasionally exposed to fumes and odors.

Infectious Diseases: Moderate exposure (Wastewater); no exposure at other facilities.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically written material.

Ability to understand and apply mathematical concepts accurately.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written records and oral presentations.

Ability to work in some stressful situations.

Ability to meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Hand and power tools, hand and low voltage electrical test equipment, chemical test equipment, welders, computers, tablets, vehicles and telephones.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all duties.