

INSTRUMENTATION SPECIALIST TRAINEE

General Statement of Duties and Responsibilities

Under direct supervision, is trained in, assists in and performs maintenance and servicing work on electrical, electronic, mechanical, pneumatic and telemetric, instrumentation and controls and communications equipment in waste water treatment facilities, water supply facilities, air monitoring stations, vehicle emission testing laboratories, associated support facilities and similar or related facilities; performs related work.

Examples of Typical Tasks

Is trained in, assists in, and performs the following tasks:

Assists in installation and set-up of instruments, controls telemetering equipment and related equipment.

Makes periodic inspections of instrumentation and metering equipment and controls and reports unusual malfunctions; performs routine preventive maintenance. Assists in dismantling and reassembling equipment for corrective maintenance or for replacement, in whole or in part.

Operates testing and calibrating equipment such as the following: analog and digital multimeters, frequency meters, signal simulators for resistive temperature devices; millivolt, milliamp, frequency and pressure oscilloscopes; chlorine residual analyzers; PH meters; vehicle exhaust emissions analyzers; and other diagnostic equipment.

Assists in the installation, maintenance, repair and other servicing routines required to assure continuous radio, phone and telemetry system operations.

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INSTRUMENTATION SPECIALIST TRAINEE (continued)

Examples of Typical Tasks (continued)

Assists in the troubleshooting and configuration of equipment and systems, such as programmable logic controllers, telemetering systems and distributed control systems.

Assists in the troubleshooting and repair of meteorological and/or air monitoring stations and their associated telemetering systems.

Assists in the troubleshooting and repairing of communications systems including, but not limited to, telephone systems, public address systems, walkie talkies, repeaters and radio base stations.

Assists in the troubleshooting and repair of radio frequency devices used for instrumentation and control.

Assists in the troubleshooting and repair of control system equipment, such as automatic chemical feed equipment, dissolved oxygen control equipment and automatic flow control devices.

Assists in the troubleshooting and repair of fire alarm and security systems.

Assists in making modifications and improvements in equipment, instrumentations and controls.

Keeps records and maintains logs of work performed against daily, weekly and monthly assignment sheets and completes record of supplies and parts received and/or issued for job assignments.

Drives a motor vehicle.

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INSTRUMENTATION SPECIALIST TRAINEE (continued)

Qualification Requirements

Graduation from an approved trade, technical or vocational high school with a major sequence of courses in electrical, electronic, electromechanical or mechanical technology, or a closely related field.

License Requirement

At the time of appointment, candidates must possess a Motor Vehicle Driver License valid in the State of New York. Employees must maintain this license for the duration of employment.

Direct Lines of Promotion

None. This is a trainee class of positions subject to Rule 5.8.1 of the Personnel Rules and Regulations of the City of New York, with a probationary period of 48 months. At the end of 36 months of satisfactory training and service, permanent employees in this class of positions will advance without further examination, to the title of Instrumentation Specialist (91001) (Assignment Level I). The last 12 months of probationary service will be served in the higher title.