

Public Records Request #2937

The following materials have been gathered in response to public records request #2937. These materials include:

- Instrument Technician Job Description

This information was provided as a response to a public records request on 11/5/19 and is current to that date. There is a possibility of more current information and/or documents related to the stated subject matter.

Further Information

For further information about this request or the Citywide Records Program, please contact:

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Charlotte's local government, with more than 7,000 employees and a \$2.39 billion budget, works hard to ensure that the community will be a winning city for everyone - a truly remarkable place to live, work, learn and play.

Charlotte Water provides Drinking Water Treatment and Waste Water Treatment to over 1 million residents, businesses and visitors in the Charlotte Mecklenburg and surrounding communities on a daily basis. Employees work 24/7, 365 days to keep this life sustaining resource available to everyone while protecting and supporting the environment.

Function:

Skilled Trades

Job Title:

Instrument Technician

Summary:

The Instrument Technician is responsible for maintaining the instruments and control system within our Lift Stations system with the water treatment processes.

Work occasional overtime, subject to emergency call back and perform on-call duty rotation as required.

Major Duties and Responsibilities:

- Maintains / installs / calibrates / diagnoses / repairs array of specialized instrumentation / pneumatic / hydraulic process control equipment in industrial environment
- Basic mechanical understanding of pumps /valves / other ancillary equipment found in water & wastewater treatment facilities
- Thorough knowledge & experience with maintenance / installation / repair of process control equipment / instrumentation / flow meters
- Maintains work records in work management system & prepares reports

Knowledge, Skills & Abilities:

- Working knowledge of control valves / chemical feed pumps / flow meters
- Experience with programmable logic controllers
- Work in variety of environmental conditions
- Work in confined spaces & climb ladders
- Ability to obtain & maintain City driving permit
- Obtain North Carolina Collection System Operators Grade I state certification within eighteen months of hire date

Preferred Qualifications:

- Experience within water or wastewater treatment facilities
- Progressive levels of certification each year

Minimum Qualifications:

- High School diploma/GED with five (5) years of relevant work experience; or an Associate's degree with three (3) years of relevant work experience; or an equivalent combination of education and relevant experience that provides the necessary knowledge, skills and abilities to successfully perform the essential job duties

Salary:

- Commensurate with Experience

General Information:

- The City of Charlotte provides a comprehensive benefits package to all employees. Click [here](#) to learn more about the City of Charlotte's benefits
- The City of Charlotte is a drug and alcohol-free workplace

How to Apply:

Apply online.

If you need assistance completing your online application, you are welcome to visit the City of Charlotte Human Resources Department lobby where we have workstations available.

Our office is located at 700 East 4th Street, Suite 200, Charlotte, NC 28202. Our hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays. Anyone seeking an accommodation to apply for a job may call (704) 336-2285 for assistance or you may email questions to CityHrJobPostingsNotify@ci.charlotte.nc.us.

Conditions of Employment: The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test and physical examination. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. The City of Charlotte is an Equal Opportunity Employer.