

# Electrical Mechanical Technician Tompkins County

**Department:** Town of Ithaca for SCLIWC  
**Classification:** Non-competitive  
**Approved:** SCLIWC. NC per NYS CSC 10/22/1996  
**Revised:** 12/14  
**By:** AF, Commissioner of Personnel

**MINIMUM QUALIFICATIONS: EITHER: No later than the final filing date announced, the applicant must demonstrate:**

1. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree **AND** one year of full-time paid experience in the repair and maintenance of electrical/mechanical systems or facility maintenance; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid experience in the repair and maintenance of electrical/ mechanical systems, facility maintenance, or machine operations; **OR**
3. Any equivalent combination of training and experience as described in A) and B) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**SPECIAL REQUIREMENTS:**

A valid New York State driver's license acceptable to the Commission's insurance carrier is required at the time of appointment and throughout the term of employment.

Must show and maintain the physical ability to routinely lift and handle weights up to 50 pounds. A performance test may be required after a medical examination but prior to appointment.

Must work safely and follow safety rules and procedures.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for performing, in a safe and efficient manner, the maintenance, repair and operation of all electronic, electrical, hydraulic and mechanical equipment, and/or systems associated with the Type 1-A Water Treatment Plant, and its associated transmission and distribution systems. The incumbent will work under the direct supervision of the Production Department Manager or designee. Some latitude is allowed for the exercise of independent judgment in the completion of assignments. Supervision is not generally exercised over other personnel. The incumbent will perform all related work that is required of the position.

**TYPICAL WORK ACTIVITIES:**

- Monitors, repairs and operates, as needed, the pumps, valves and motors throughout the water system;
- Maintains telemetering equipment and circuits;
- Maintains, repairs and operates a wide range of electronic equipment such as motor control equipment, sensors and meters;
- Keeps a log of maintenance and other related activities performed;

- Follows a preventive maintenance schedule, recommending changes as needed;
  - Performs a variety of custodial and maintenance duties in connection with the maintenance of the Plant and grounds;
  - May be assigned responsibility for HVAC controls and system;
  - Performs daily maintenance and care on vehicles and other equipment used;
  - Performs on-call duties as needed, responding to system emergencies after hours and weekends;
  - Interprets electrical and mechanical schematics as needed;
  - Ensures adequate resources are available to perform repairs (e.g., tools and supplies);
  - Available for emergency response as an essential staff member;
- 
- Follows safety rules, general work habit regulations, and workplace expectations;
  - Keeps aware of safety procedures and potential safety hazards and communicates them to the department members;
  - Perform related activities that are appropriate to the successful operation of the BPMWS.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the theory and application of electricity;
- Working knowledge of the equipment required to maintain and repair the electrical and mechanical systems of a Type IA water treatment plant;
- Working knowledge of the operation of modern water treatment plant, transmission, and distribution systems; Ability to communicate, understand and interpret, both orally and in writing;
- Ability to monitor, maintain, repair, and operate pumps, valves and related mechanical and electrical equipment;
- Ability to make routine field tests and inspections of pumps, valves, and Programmable Logic Controls, Variable Frequency Drivers, Radio Telemetry;
- Ability to compile such reports, records and documents necessary for the performance of the position's requirements;
- Ability to read and interpret schematic diagrams;
- Ability to work with SCADA controls, industrial HVAC, plumbing, and industrial electricity;
- Must possess a mechanical aptitude and be willing to acquire the knowledge and skills necessary to repair problems that are likely to occur;
- Ability to operate computers for administrative and operational purposes;
- Alert, observant, independent, dependable, and have a desire to learn;
- Performs duties in a cooperative, courteous and professional manner;
- Ability to work efficiently and effectively when not directly supervised;
- Ability to determine priorities and deal with shifting priorities;
- Good oral and written communication skills;
- Ability to accurately create legible records;
- Must maintain a neat, presentable appearance;
- Must practice safe driving and work habits;
- Tact, diplomacy and the ability to work cooperatively and effectively with management and staff of the various departments, villages, towns and vendors;
- The employee's physical condition shall be commensurate with the demands of the position.

Originally Created 6/95

Originally I2

Title change 1/22 E69