



## Classification Specification Title: Chief Electrical Instrumentation Technician

<b>Department</b>	<b>Wastewater</b>	<b>Grade: WWFG.09</b>
<b>Supervision Received</b>	<b>Assistant Director Maintenance</b>	<b>FLSA Status: Non-Exempt</b>
<b>Supervisory Responsibility</b>	<b>Industrial Electrician 1 &amp; 2, Electrical Apprentice</b>	<b>Established: Jun 29, 2007</b> <b>Revision: Apr 1, 2026</b>

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for serving as a shift supervisor and participating in daily maintenance and repair of electrical and electronic equipment associated with wastewater, stormwater, and leachate transportation and treatment. Duties include supervising subordinate staff, operating and maintaining electrical instrumentation and equipment, maintaining and repairing electrical distribution equipment, creating and operating plant computerized control systems, programming and modifying control systems, and developing and implementing work processes and procedures. Work requires limited supervision.

**SERIES LEVEL:** The Chief Electrical Instrumentation Technician is the second level of a two-level electrical instrumentation series.

**ESSENTIAL FUNCTIONS:** *(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises lower-level electrical/instrumentation technicians on an assigned shift, including prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Supervises and participates in the operation of equipment utilized to perform repairs on electrical equipment and instrumentation at wastewater plant facilities.

Maintains and repairs electrical distribution equipment, ranging from low to high voltage.

Evaluates, supervises, and participates in the troubleshooting and repair of electrical, pneumatic, and mechanical systems and equipment, determining appropriate approach and methodology to resolve equipment malfunctions or breakdowns.

Coordinates closely with plant operations to instruct operators on new system installations and upgrades.

Prepares and maintains a variety of databases, logs, and records related to equipment repairs and operational activities.

Creates and operates plant computerized control systems to assess the performance of controls and maintain and repair computerized controls at pumping stations and on wastewater equipment.

Programs and modifies computer controls for pumping stations and waste treatment equipment.

Creates, modifies, and distributes wiring diagrams, system schematics, and operational manuals.

Assess equipment performance and functionality to develop replacement control systems; gather the required information on equipment performance and develop cost estimates for in-house builds or new OEM control systems.

Provides technical counseling and feedback to design engineers, vendors, and external contractors working on projects related to plant equipment and associated systems.

Develops and implements emergency management procedures related to electrical outages, maintenance, and operations.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

**DEPARTMENT SPECIFIC DUTIES (if any):**

None

**MINIMUM QUALIFICATIONS:**

Associate's Degree with coursework emphasis in Electrical Maintenance, Instrumentation & Control Maintenance, or equivalent technical training; supplemented by five (5) years of previous experience in electrical maintenance or electrical control maintenance.

**LICENSING AND CERTIFICATIONS:**

Valid Driver's License

Journeyman Electrical License

**KNOWLEDGE AND SKILLS:**

Knowledge of supervisory principles; electrical circuits; applicable tools and equipment of the trade; industrial safety practices and procedures; high voltage electrical systems; PLC programming and control theory; low and high voltage test equipment; plant UPS and DC systems; electro-pneumatic, electro-hydraulic and electro-mechanical systems; motor theory, maintenance and alignment practices; electrical theory and basic mechanical systems.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; creating and operating plant computerized control systems; assessing plant control performance; creating wiring diagrams, system schematics and operational manuals; programming and modifying PLCs; installing, maintaining, troubleshooting and repairing electrical equipment; installing, maintaining and repairing electrical conduit, wiring and controls; reading technical blueprints, schematics, drawings and manuals; utilizing applicable tools and equipment of the trade and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:**

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

**WORK ENVIRONMENT:**

Medium Work: 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. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

**SPECIAL REQUIREMENTS:**

Safety Sensitive:  YES  NO Child Sensitive:  YES  NO Dept of Transportation (CDL):  YES  NO

*The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.*

*Revision History: 4/01/25; 8/27/24; 12/11/23; 10/20/23; 8/23/23*