

# Instrumentation Electronics Technician

## Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

## Position overview

Resumes are being accepted for the position of Instrumentation Electronics Technician in the Wastewater Services Division. Reporting to the Maintenance Supervisor, the successful candidate will use their background to perform repairs, maintenance and calibrations at the Water Resource Recovery Centre and Sewage Pumping Stations. Guided by the goals and objectives of the City of Guelph Corporate Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

## Key duties and responsibilities

- Maintain and when necessary, operate wastewater facilities electrical systems and related equipment.
- Plan, schedule, communicate and implement work activities for electrical systems and associated maintenance programs.
- Participates in wastewater treatment monitoring and testing programs.

- Monitors equipment performance by monitoring flow, pressure levels, amperage, vibration, temperature, equipment-operating times and other process variables. Ensures instrumentation equipment remains calibrated and in good working order according to scheduled timelines and compliance requirements.
- Review & Record Operator log entries and data both written and computer entries
- Install, repair, and maintain emergency generators and switchgears, un-interruptible power supply and conditioners, motor starter and controllers, and variable speed drives.
- Installs and programs Variable Frequency Drive applications, able to wire and troubleshoot Programmable Logic controllers and other microprocessor based controllers including Remote Telemetry Units (RTU) and telemetry for Supervisory Control and Data Acquisition (SCADA).
- Analyses by troubleshooting all types of process instruments and related equipment making recommendations on a course of action for the repair or replacement of equipment.
- Water Resource Recovery Center Pumping Stations and associated assets in accordance with national codes and standards.
- Assists in establishing goals and performance standards for work activities, including ensuring all work complies with Safety Standards and all applicable codes and acts as Maintenance Lead Hand when required.
- Assist with preparing and updating standard operating procedures when needed.
- Determines appropriate equipment and materials to complete work according to specifications, verbal instructions, or established standard operating procedures (SOP) and Operation and Maintenance Manuals (O&M).
- Interprets and uses engineering drawings, blueprints, schematics, and other applicable specifications in the installation and maintenance of electrical, lighting, and electronic systems.
- Inspects, monitors, and verifies electrical work performed by contractors and vendors and instructs others on the use of equipment to ensure it conforms to City standards and industry best practices.
- Supports Operational/Capital projects with recommendations, reviews of drawings, equipment specs, installation methods, and system functions.
- Participates in the pre-design, design and implementation stages of Capital Works Projects, and works with consultants and contractors during the construction and commissioning stages to ensure quality workmanship and materials are utilized
- Understanding of Wastewater regulations and requirements including but not limited to Guelph Wastewater ECAs, Ontario Water Resources Act, Canada Fisheries Act and standard operating procedures.
- Operates a variety of hand power tools, electrical and electronic testing, metering, and measuring devices and equipment.
- Maintains a good working relationship with all colleagues, customers and contractors through collaboration, communication and application of conflict resolution skills.
- Utilizes a computerized maintenance management system (CMMS) to record all work performed, resource tracking, source equipment parts, equipment history, as well as modify and update work status.
- Assist Maintenance team with maintenance tasks as needed and appropriate.
- Perform other duties as assigned.

## Qualifications and requirements

- Experience related to the duties listed above, normally acquired through a Grade 12 Diploma and 5 years' experience with instrumentation as an electrician in a water/wastewater or industrial environment. An equivalent combination of education and experience may be considered.
- An Industrial Electrician (442A) or Construction and Maintenance Electrician (309A) Electrical License. Must Have a Valid Instrumentation Electronics Technician (447A).
- Must be in possession of a Wastewater Treatment OIT Certificate or obtain same within 6 months of hire.
- A valid Class G drivers licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Intermediate skills in Microsoft Office (Word & Excel).
- Excellent interpersonal skills with the ability to work in a team environment.
- Ability to record and keep accurate records.
- Excellent written and verbal communications skills with the ability to communicate with all levels of staff, contractors, stakeholders and the general public.
- Ability to understand equipment manufacturers' schematic drawings to check equipment installation and repairs.
- Ability to analyse and troubleshoot problems effectively in a process environment, including the use of thermal imaging cameras.
- Knowledge of gas sensors, analysers and their calibration.
- Ability to set priorities.
- Experience with Supervisory Control and Data Acquisition Systems (SCADA) and Computerized Maintenance Management Systems is an asset.
- Ability to work in physically demanding conditions including regularly lifting objects up to 25kg, climbing ladders, working on elevated platforms, entering pits, and working in confined spaces.
- A good understanding of the Occupational Health and Safety Act and other applicable legislation and specifications.
- Experienced working in a wastewater treatment facility and knowledge of MOECC regulations would be an asset.
- The successful completion of the Class I Wastewater Treatment exam with the ability to obtain the Class 1 Wastewater Treatment License within 48 months of the start date.
- Knowledge of hydraulics, pneumatics, building HVAC systems would be an asset.

## Hours of work

Any five (5) consecutive (8) hour shifts, Monday to Friday between the hours of 6:00 a.m. to 4:00 p.m. On call is a requirement of this position.

## Pay/Salary

CUPE 241 Grade 9 : \$38.74 per hour

## How to apply

Qualified applicants are invited to apply using our **online** application system. This posting

will remain up until the position has been filled. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.