



Position Description: Industrial Controls Technician (ICT)

Section I. Position Details

a.	Department	Operations
b.	Division	Industrial Controls
c.	Position Title	Industrial Controls Technician
d.	Immediate Supervisor	Vice President of Operations
e.	Office Location	HRA – Franklin, VA Main Office
f.	Salary Range	Based on experience and qualifications

Section II. Position Summary

The Industrial Controls Technician is responsible for:

- a. Providing instrumentation and control services, including planning, installation, design, repair, and maintenance for HRA’s customers.
- b. Providing design, programming, and maintenance of Industrial Control Systems (PLC, DCS, and SCADA).
- c. Providing expert level troubleshooting of Industrial Electrical and Instrumentation and Control Systems.

Section III. Examples of Position Duties

- a. Designs, plans, installs, replaces, repairs, maintains and provides documentation and schematics for all systems and equipment associated with automated process control at all HRA treatment plants and pump stations
- b. Performs programming, calibration and maintenance of instrumentation and control systems and instruments including DCS (Distributive Control Systems), SCADA (Supervisory Control and Data Acquisition), and Master Metering Program
- c. Partners and collaborates with other HRA’s management, staff, and customers
- d. Continually looks for ways to improve the performance of operating processes and to maximize the use of limited staff resources and talents
- e. Communicates regularly with the HRA management team, other HRA staff, and HRA’s customers
- f. Recommends improvements to equipment, processes, work methods and procedures
- g. Prepares and maintains records and reports as required
- h. Develops staff skills for current position and future career opportunities
- i. Continues to build own technical and leadership skills
- j. Performs other duties as assigned

Section IV. Position Accountabilities and Expectations

- a. Compliance –All electrical code, building code, NEC, HRA policy/procedures, and legal requirements are followed 100% of the time

- b. Financial – Budgets are in alignment with HRA project budget projections and timelines, and are effectively controlled
- c. Customer Satisfaction – Zero customer complaints; timeliness of response to emergency situations; schedules are provided to customers/partners within a timely manner
- d. Timeliness – Meets deadlines for reports and procurement orders; provides timely responses to emergency situations, and to customers (internal and external)

Section V. Working Conditions

- a. Must be able to work in a team-oriented environment while also being able to work independently as needed
- b. Must work in varying climatic conditions outdoors
- c. Must be available to work overtime and non-day shifts as needed
- d. Must be immediately accessible by telephone in order to respond to emergencies

Section VI. Physical Requirements

- a. Must have the physical dexterity to accomplish the duties defined herein
- b. Must have the ability to lift, climb, walk and stand for over 50% of time
- c. Must be able to identify colors
- d. Must be able to lift loads (20 – 50 pounds)
- e. Must be willing to work in OSHA designated noise environments (> 85 decibels)

Section VII. Other

- a. Medical certification of physical requirements listed above may be required
- b. Must be currently authorized to work for any U.S. employer

Section VIII. Qualifications

- a. Education

Desired

- Associate of Applied Science (AAS) in Instrumentation Technology, Electro-mechanical, Electronics, Mechatronics, or a closely related field
- Bachelor of Science in Electrical Engineering, Information Technology, or a closely related technical field
- Commonwealth of Virginia Journeyman’s License in Electrical and/or Instrumentation
- ISA Certified Automation Professional (ISA-CAP)
- Electrical Engineering PE License in the Commonwealth of Virginia

Required

- High-school Diploma or GED

b. Experience

Required

- Minimum of 4 years technical experience working with Industrial Electrical and Instrumentation

Desired

- Experience within the Water and/or Wastewater treatment with specific experience in Industrial Electrical & Instrumentation Maintenance
- Experience in planning and successfully executing complex Industrial Electrical and Instrumentation projects

c. Technical Competencies

Required

- A strong desire to learn
- Personal integrity
- Willing to represent HRA in a professional manner to everyone you interact with both internally and externally
- A positive attitude
- Effective communication skills
- Working knowledge of Industrial Electrical and Instrumentation with the ability to plan, install, maintain and repair complex Industrial Automation systems
- Ability to read and interpret electrical schematics, piping and instrumentation diagrams (P&IDs), and interconnect loop sheets
- Working knowledge of all types of analytical instrumentation (flow, pressure, level, temperature, and analytical instrumentation)
- Ability to troubleshoot complex Industrial Electrical and Instrumentation systems, solder, drafting (Microsoft Visio and/or AutoCAD), work with hands, use test meters and power tools of any kind, perform metal fabrication, pipe fitting, and tube bending
- Ability to document work performed and maintain preventative maintenance schedules
- Ability to use Microsoft Office products and a variety of other industry-specific programs

Desired

- Working knowledge of Programmable Logic Controllers (PLC), Distributed Control Systems (DCS), and Supervisory Control And Data Acquisition systems (SCADA)
- Working knowledge of basic Cisco switching and routing



- Ability to use MS Office products and a variety of other industry-specific programs at an advanced level of proficiency

d. Special Licenses

Required

- Valid Driver's License from state of residence