**Utilities Instrumentation and Electrical Specialist Standard Job Description**

**Classification Title:** Utilities Instrumentation and Electrical Specialist

**FLSA Exemption Status:** Exempt

**Pay Grade:** 15

**Minimum Pay:** $95,625

**Job Description Summary:**

The Utilities Instrumentation and Electrical Specialist, under direction, coordinates preventive and predictive maintenance, manages electronic files, including CAD drawings, records, specifications, and other documentation, and acts as the Lead Technical Representative for plant projects as applicable. Provides troubleshooting of systems and components and evaluates system equipment and components and calibrates them as required based on drawings and blueprints.

**Essential Duties and Tasks:**

**20%: Preventive/ Predictive Maintenance**

* Supports and applies preventive and predictive maintenance procedures and the reliability centered maintenance practices.
* Acts as the technical expert in the performance of preventive/predictive maintenance to include planning and review of maintenance process, procedures and evaluate date resulting from work performed.
* This may require driving a university vehicle to various locations on campus.

**15%: Electronic Files**

* Documents and manages electronic files to include maintenance processes, records, spreadsheets, CAD drawings, databases, specifications, etc.

**15%: Technical Representative**

* Acts as project coordinator or lead technical representative for implementation of various plant projects.
* Provides professional interaction with various levels of plant operations, maintenance, management, and outside project management personnel.

**15%: Evaluation**

* Evaluates all types of instrumentation and electrical system equipment and components. Reads and works from P&ID Drawings, electrical drawings, manufacturer drawings and blueprints.
* Adjusts, calibrates and tunes plant equipment, instrumentation and control systems, including support for routine maintenance, equipment overhauls or upgrades and capital project improvements.

**15%: Troubleshooting**

* Leads troubleshooting and repair efforts of sophisticated electrical and control systems.
* Exercises outstanding troubleshooting skills and must be able to determine corrective actions for abnormal conditions for utilities electrical distribution/generation systems as well as instrumentation and control systems.
* Performs root cause analysis of system or equipment failures.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor's degree in engineering or any equivalent combination of training and experience.
* Three years of experience in the repair and maintenance of utility electrical distribution, generation, industrial instrumentation and automation systems, and associated equipment, to include experience in programming of systems such as programmable logic controls and distributed control systems as well as the configuration of microprocessor-controlled devices.

**Required Licenses and Certifications:**

* State of Texas Class “C” Texas Driver’s License or the ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Analytical and problem-solving skills.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* University vehicle
* Computer

**Physical Requirements:**

* Ability to move heavy objects.
* Requires climbing stairs and/or ladders and standing for extended periods of time.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.
* Subject to yearly Motor Vehicle Record/driver license checks

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**