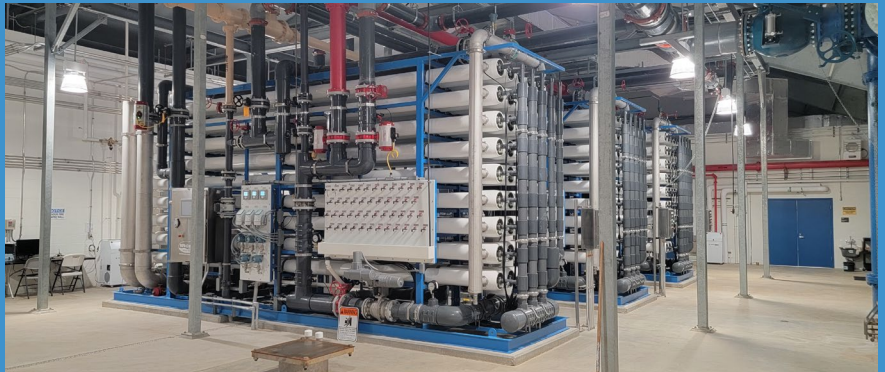


# LOOKING FOR A REWARDING CAREER?

## BECOME AN INSTRUMENTATION & CONTROLS TECHNICIAN!



*"On-the-job training from the County provides employees with the skills that make them invaluable experts in the Instrumentation & Controls field."*



### CONTROL SYSTEMS TECHNICIAN

\$22.58 - \$40.00 / HOUR

At Warren County we build and operate world-class treatment facilities that provide safe and reliable drinking water to our customers. Our plants, pump stations, and towers run on advanced instrumentation and control systems. We are looking to talk with individuals that have a working knowledge of computers, network systems, instrumentation devices, programmable logic controllers (PLCs), motors, variable frequency drives, security camera equipment, digital video controllers, and security card access equipment. Training in control systems, electromechanical technology, or industrial maintenance technology is preferred. We are looking for entry level and experienced candidates. Contact us if you have background and interest in instrumentation and controls!

- On-the-job training
- Outdoor/field work
- Competitive compensation
- Opportunities for advancement
- Variety of daily work
- Stable work/recession-proof career
- Team of dedicated employees
- High job satisfaction
- State Pension Retirement System
- Service to your community
- Tuition-reimbursement opportunities
- Monday-Friday work week
- 7:30 AM - 4:00 PM work schedule
- Medical & dental insurance
- Paid vacation & holidays
- Professional environment
- County supplied tools & training
- Rewarding Career

VISIT [WWW.CO.WARREN.OH.US/JOBS](http://WWW.CO.WARREN.OH.US/JOBS) FOR MORE INFORMATION

QUESTIONS CALL: SUE SPENCER (513) 695-1747



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET  
TWO POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE:	CONTROL SYSTEMS TECHNICIAN I & II
DEPARTMENT:	WATER/SEWER
HOURLY RATE:	\$22.58 - \$40.00 PER HOUR
SCHEDULED HOURS: CIVIL	40 HOURS PER WEEK
SERVICE STATUS:	CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE  
CALENDAR DAYS, BEGINNING NOVEMBER 27,  
2023.

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS  
FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY  
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP  
AND EMAIL THE COMPLETED APPLICATION TO:  
[WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER WITH  
QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$259 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 3

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**Position Title:** Control Systems Technician I  
**Class Title:**

**Incumbent:**

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**Department:** Water/Sewer  
**Reports To:** Control Systems Manager  
**Pay Range:** 17  
**Probation:** 365 Days  
**Work Hours:** 7:30 A.M. to 4:00 P.M.  
Emergency Callouts Required

**FLSA Status:**  
**Civil Service Status:**  
  
**Employment Status:**  
**Lunch:**

**Exempt**  
**Classified**  
  
**Full-time**  
**Unpaid**

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**JOB RESPONSIBILITIES:**

Under direction of the Control System Manager, manages and maintains water and sewer process instrumentation and control systems for County owned water and wastewater facilities including pump stations, treatment facilities, elevated storage tanks. Technician shall assist with the operation and maintenance of supervisory control and data acquisition (SCADA) components; computer (software and hardware) networks; programmable logic controllers (PLCs); remote terminal units (RTUs); electric motor drives including variable frequency, soft-start, and constant speed; instrumentation devices; and security equipment including cameras, digital video recorders, and security access cards.

**QUALIFICATIONS:** Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Prefer, but not required, an Associates Degree in Electrical Engineering, Control Systems, Electromechanical Technology, or Industrial Maintenance Technology. Experience in computer programming, process control, troubleshooting, control systems, and network maintenance and operation.

Must have experience with MS-DOS, Windows 2000/XP/710, Microsoft Office Suite, PLC programming, and Human-Machine Interface (HMI) programming. Preferred candidate will have experience with Allen Bradley-Rockwell software, Visual Tag System (VTS) Trihedral software for remote monitoring and control. Protocols include: Ethernet, TCP/IP, RS485, RS232, Modbus RTU.

**Must possess:**

- Effective written and verbal skills.
- Detail-oriented with accuracy.
- Ability to read and understand construction drawings including process-instrumentation diagrams and ladder logic diagrams.
- Strong organizational skills.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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Page 2 of 3

**ESSENTIAL FUNCTIONS:**

1. Performs specialized installation, troubleshooting, repair, maintenance and programming on water and sewer process control systems.
2. Manages the software and hardware of personal computers/servers in the water and sewer system facilities, including installing and configuring software and troubleshooting hardware problems. Maintains water and sewer system local area computer networks, the wireless WAN router system and remote workstations.
3. Develops specialized process control system software applications using existing process control software.
4. Advise users of any system changes and provide instruction on proper usage of any new equipment and software.
5. Schedules and conducts preventative maintenance for all process control computer system equipment and associated networks. Maintain complete equipment records including system layout, schematics, repair histories and maintenance/inspection schedules. Maintains stock and inventory of appropriate equipment, parts and related devices.
6. Coordinates repairs with vendors, deals with any warranty issues, tracks repair status.
7. Operates departmental equipment (e.g., laptop and desktop computers, copiers, fax machines, etc.).
8. Accesses various work sites (e.g., water towers, sewage lift stations, construction sites, etc.).
9. Demonstrates a regular and predictable attendance.
10. Maintains a valid Ohio driver's license.
11. Follows all safety and health practices of the Warren County Water and Sewer Department.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs various functions of departmental personnel to maintain water and sewer services (e.g. respond to emergencies, assist in operating water/sewer facilities, take samples, etc.).
2. Maybe on call 24 hours per day, depending on departmental requirements.
3. Performs other duties as directed by supervisor.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** computer troubleshooting, inspection and testing techniques; safety practices and procedures; operation and maintenance of computer control equipment; departmental policies, procedures and activities; employee relations; appropriate State and Federal Laws, rules and regulations governing water and sewer facilities; water and wastewater control schemes and instrumentation systems; water hydraulics; mechanical systems used in the control of water and wastewater flow; public relations.

**Ability to:** understand control logic and applied principles; program control systems and assemble computer hardware and networks; keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities; effectively communicate and interact with supervisors, members of the general public, and all other work groups involved in the activities of the department; assemble information and make written reports and documents in a concise, clear effective manner; use independent judgement and work with little direct supervision when necessary; use proper research methods in gathering data; use testing equipment; define problems, collect facts and draw valid conclusions; access various work sites including some permit required confined spaces.

**Skill in:** building electronic spreadsheets and databases; diagnosing problems with control/monitoring equipment; reading and understanding blueprints and service manuals.

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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

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(Employee's Signature)

(Date)

**WARREN COUNTY COMMISSIONERS**

**POSITION DESCRIPTION**

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**Position Title:** Control Systems Technician II    **Incumbent:**  
**Class Title:**

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<b>Department:</b> Water/Sewer	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> Controls System Manager	<b>Civil Service Status:</b> Classified
<b>Pay Range:</b> 19	
<b>Probation:</b> 360 Days	<b>Employment Status:</b> Full-time
<b>Work Hours:</b> 7:30 A.M. to 4:00 P.M.	<b>Lunch:</b> Unpaid

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**JOB RESPONSIBILITIES:**

Under direction of the Control System Manager, manages and maintains water and sewer process instrumentation and control systems for County owned water and wastewater facilities including pump stations, treatment facilities, and elevated storage tanks. Technician will modify, develop and maintain supervisory control and data acquisition (SCADA) components; computer (software and hardware) networks; programmable logic controllers (PLCs); remote terminal units (RTUs); electric motor drives including variable frequency, soft-start, and constant speed; instrumentation devices; and security equipment including cameras, digital video recorders, and security access cards, and aid in the development of the skills of a Tech I.

**QUALIFICATIONS:**

Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Prefer, but not required, an Associate's Degree in Electrical Engineering, Control Systems, Electromechanical Technology, or Industrial Maintenance Technology. Experience in computer programming, process control, troubleshooting, control systems, and network maintenance and operation.

Five (5) years of demonstrated instrumentation and controls experience including programming and software experience with individual and networked work stations, variable frequency drives, PLC programming, and Human-Machine Interface (HMI) programming, and microwave radio operation.

Preferred candidate will have programming and software experience with Allen Bradley-Rockwell software, Visual Tag System (VTS) Trihedral software for remote monitoring and control, and microwave radio set-up and maintenance. Protocols include: Ethernet, TCP/IP, RS485, RS232, Modbus RTU.

**Must possess:**

- Effective written and verbal skills.
- Detail-oriented with accuracy.
- Ability to read and understand construction drawings including process instrumentation diagrams and ladder logic diagrams.
- Strong organizational skills

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver License

## WARREN COUNTY COMMISSIONERS

### POSITION DESCRIPTION

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#### **ESSENTIAL FUNCTIONS:**

1. **Maintain, repair, and troubleshoot process control instrumentation and equipment associated with the treatment and conveyance of water and wastewater.**
2. **Maintain, repair, and troubleshoot the Water & Sewer Department's SCADA system that provides remote monitoring, alarm, and control of treatment plants and pump stations. Conduct preventative maintenance of the SCADA system's computer system equipment and associated network. Maintain complete equipment records including system layout, schematics, repair histories and maintenance/inspection schedules. Maintains stock and inventory of appropriate equipment, parts and related devices.**
3. **Maintain and modify the County's HMI software programs (Visual Tag System Trihedral software) to account for changes in the County's treatment plants and pump stations. Modify the programs to allow for operation of alarms and monitoring. Perform changes and/or coordinate with vendors to update and modify other software applications including programmable logic controllers (PLCs).**
4. **Maintain and troubleshoot the security systems at the Department's treatment plants, pump stations, and maintenance warehouses. Work includes maintaining cameras, digital video recorders, and security access card reader systems.**
5. **Maintain, repair, and troubleshoot the work station computer software, hardware and servers at the department's treatment facilities, warehouse facilities, pump stations, and locations not supported by the County's Data Processing Department. Work includes procuring equipment, installing and configuring software, maintaining local area computer networks and wireless WAN router systems.**
6. **Coordinate with the Radio Service Division (RSD) of the County's Telecommunication's Department regarding the Water & Sewer Department's ongoing use of their digital radio network.**
7. **Respond to and troubleshoot emergency alarms and call-outs during non-work hours per departmental procedures.**
8. **Provide instrumentation and control assistance during the design and construction of capital improvements to treatment facilities. Work includes design review, field inspections, equipment integration, start-up assistance, and warranty issue resolution.**
9. **Coordinate with vendors and manufacturers to obtain and procure equipment, instrumentation, and professional services.**
10. **Manage the Water & Sewer Department Instrumentation and Controls group in the short term absence of the Controls System Manager.**
11. **Operate department equipment including laptop and desktop computers, copiers, etc.**
12. **Access various work sites including water towers, sewage lift stations, construction sites, etc.**
13. **Mentor Control Systems Technician I personnel.**
14. **Demonstrate a regular and predictable attendance.**
15. **Maintain a valid Ohio Driver's License.**
16. **Follow all safety and health practices of the Warren County Water and Sewer Department**



WARREN COUNTY COMMISSIONERS

POSITION DESCRIPTION

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**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs various functions of departmental personnel to maintain water and sewer services (e.g. respond to emergencies, assist in operating water/sewer facilities, take samples, etc.).
2. May be on call 24 hours per day.
3. Performs other duties as directed by Supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

computer troubleshooting, inspection and testing techniques; safety practices and procedures; operation and maintenance of computer control equipment; departmental policies, procedures and activities; employee relations; appropriate State and Federal Laws, rules and regulations governing water and sewer facilities; water and wastewater control schemes and instrumentation systems; water hydraulics; mechanical systems used in the control of water and wastewater flow; public relations.

**Ability to:**

understand control logic and applied principles; program control systems and assemble computer hardware and networks; keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities; effectively communicate and interact with supervisors, members of the general public, and all other work groups involved in the activities of the department; assemble information and make written reports and documents in a concise, clear effective manner; use independent judgment and work with little direct supervision when necessary; use proper research methods in gathering data; use testing equipment; define problems, collect facts and draw valid conclusions; access various work sites including some permit required confined spaces.

**Skill in:** building electronic spreadsheets and databases; diagnosing advanced problems with control/monitoring equipment; reading and understanding blueprints and service manuals.

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(Employee's Signature)

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(Date)