



**CITY OF PASADENA**

Department of Human Resources  
100 N. Garfield Ave., Rm S135, P. O. Box 7115  
Pasadena, CA 91109-7215  
(626) 744-4366  
<http://www.cityofpasadena.net/humanresources>

**INVITES APPLICATIONS FOR THE POSITION OF:**

**Senior Instrument Mechanic**

*An Equal Opportunity Employer*

**SALARY**

\$43.10 - \$53.76 Hourly \$7,470.89 - \$9,318.95 Monthly \$89,650.70 - \$111,827.46 Annually

**OPENING DATE:** 07/23/19

**CLOSING DATE:** Continuous

**THE POSITION**

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The Senior Instrument Mechanic is a critical position in the Pasadena Water & Power Power Plant facility that supervises and participates in the installation, adjustment, repair, testing and calibration of hydraulic, electric, electronic, pneumatic and mechanical controlling, analyzing, measuring and recording power plant instruments; recommends corrective treatment for generation systems.

IDEAL CANDIDATE

The ideal candidate has the ability to work independently on the most complex of duties responsibilities for directing and overseeing the work of journey-level subordinates in the installation, repair and maintenance of the Power Plant.

To learn more about our Water & Power Department, please click here: [Water & Power](#)

MUST APPLY ONLINE

**ESSENTIAL FUNCTIONS**

The major responsibilities of this position are listed below. For more detailed information, please review the [Job Description](#).

- Makes visual inspections of power plant pneumatic, electronic, and hydraulic automatic controls and indicating and recording instruments to determine operating condition and perform preventative maintenance.

- Removes instruments and controls and makes major shop repairs.
- Tests, calibrates, adjusts and repairs pneumatic, electronic, hydraulic and mechanical precision temperature, pressure and flow measuring devices; replaces worn and fabricates new parts as needed.
- Maintains inventory of parts and supplies for the power plant's instrumentation and control systems.
- Troubleshoots, installs, adjusts, repairs, tests, configures and calibrates various types of microprocessor, electronic and pneumatic instrumentation and control equipment including Allen Bradley, Wonderware, software and basics, DCS and SCADA Bailey Net-90 system operation, and Continuous Emission Monitoring associated with the department's power production facilities to assure reliable, efficient, environmentally sound and safe plant operation.
- Plans, schedules, and evaluates work related to testing and repair of the power plant instrumentation and control systems; maintains all required records and reports related to power plant instrumentation and control systems.
- Requests and receives Lockout/Tagout clearances on equipment, and directs the activities of Instrument Mechanics.
- Uses test instruments such as electronic meters, manometers, pneumatic loaders, pressure gauges and indicators and other analyzing and electrical testing equipment and meters.
- May organize projects and direct power plant operators, and mechanics in special tests and maintenance work.

### **QUALIFICATION GUIDELINES**

#### **COMPETENCIES**

- Attention to Detail - Focusing on the details of work content, work steps, and final work products.
- Leveraging Technology - Apply technology for improvements in organizational efficiency and effectiveness.
- Teamwork - Collaborating with others to achieve shared goals.
- Mechanical Insight - Comprehending how mechanical, electrical, and systems operate and interact.
- General Physical Ability - Using Strength, endurance, flexibility, balance and coordination.
- Manual Dexterity - Using senses, hands, and fingers in manipulating objects quickly and efficiently.
- Safety Focus - Showing vigilance and care in identifying and addressing health risks and safety hazards.

#### **Education and/or Experience**

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities is qualifying. A typical example of this would be six years experience in the repair and maintenance

of mechanical equipment and machinery, of which two years shall have been as an Instrument Mechanic with the City of Pasadena or another municipal utility.

#### SELECTION PROCESS

The selection process may consist of a training and experience evaluation, written test, interview panel, department-level interviews and possibly a Work Preference Questionnaire.

Probationary work period is 12 months.

There is currently one (1) vacancy in Power Supply Division of the Water & Power Department. The resulting eligibility list from this recruitment may be used to fill similar vacancies in the future.

#### **SPECIAL REQUIREMENTS**

Possession of a valid Class C California Driver's License is required at time of appointment and as a condition of continued employment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE EXAM #19-199

AT:

JA

<http://www.cityofpasadena.net/humanresources>

## Senior Instrument Mechanic Supplemental Questionnaire

- \* 1. Do you possess a minimum of six (6) years' experience repairing and maintaining mechanical equipment, machinery, and instrumentation in a power plant setting?
- \* 2. Please indicate the number of years working with these specific technologies: a. Pneumatic controls b. Plant Control Systems c. Transmitters d. PLCs e. CEMS analyzers
- \* Required Question

### Important Information

Equal Employment Opportunity: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

Applications: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

Examination Process: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

Salaries: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

Direct Deposit: All City employees will be required to sign up for electronic deposit for their payroll check and will only have access to their payroll information electronically.

Physical Requirements and Special Conditions: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a pre-employment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination.

The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

#### Agency Shop Requirements

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment. Positions in the PACTE/LIUNA, Local 777, bargaining unit are required to enroll in and contribute to the LIUNA pension fund. Contact PACTE/LIUNA, Local 777, for more information.

Sliding Classifications and Underfilling Positions: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

Benefits for most Regular Full Time Employees (Benefits vary for part-time and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

veteran's preference points: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214 form or other proof must be submitted at time of application.

PRIDEshare II Program: All City employees are required to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

Civil Defense: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

Note: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

Job Line: The City operates a 24-hour Job Line number, (626) 744-4600, which lists current job opportunities.

Human Resources Website: [www.cityofpasadena.net/humanresources](http://www.cityofpasadena.net/humanresources)

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Human Resources Telephone: (626) 744-4366