

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Instrumentation Specialist	<b>Level:</b> 3
<b>Title Code No:</b> 91001	<b>Annual Salary:</b> \$56,197 / \$64,627 - \$64,627
<b>Office Title:</b> Supervisor of Instrumentation Specialist	<b>Work Location:</b> Citywide
<b>Division/Work Unit:</b> Bureau of Wastewater Treatment/Skilled Trades/Instrumentation Service Section	<b>Number of Positions:</b> 2
<b>Hours/Shift:</b> 35 hours per week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Under general supervision the selected candidates will supervise Instrumentation Specialists responsible for the maintenance and repair of electrical, electronic, mechanical, pneumatic and telemetric instrumentation, and controls and communication equipment. Duties will include preparing work schedules, work orders, and work assignments using the Computerized Maintenance Management System (CMMS); supervising and overseeing the installation and setup of instruments, controls, telemetric equipment and related equipment; adjusting, calibrating, servicing, maintaining, repairing, programming and calculating parameters; testing automatic controls and instrumentation such as, telephone and radio communications, supervisory control and data acquisition systems (SCADA), programmable logic controllers (PLC), gas monitoring systems, automatic chemical dosing systems, data recorders, variable frequency drives, analyzers, level meters, fire alarm systems, intercoms, security systems, and other related instrumentation; maintaining detailed records on responsible equipment; performing periodic inspections of instrumentation and metering controls and report malfunctions; performing maintenance and servicing continuous monitoring systems, alarm systems and process control systems ensuring that documentation, observation and calibration of scientific instrumentation conform to standard operating procedures and quality assurance plans; utilizing computer and server resources directly related to instrumentation equipment signal performance, i.e., SCADA related workstations, application software and network transmission components; overseeing the maintenance of critical equipment to ensure maintenance is prioritized and that equipment reliability is maximized; and adhere to and comply with all environmental, health and safety laws, agency policies, rules and regulations.

**Qualification Requirements**

1. A four year high school diploma or its educational equivalent, plus four years of full-time satisfactory experience within the last ten years in the installation, maintenance and repair of electronic instrumentation and control systems, including microprocessors, and electrical and pneumatic instrumentation and control systems; *or*
  2. Graduation from an approved trade, technical or vocational school with a major sequence of courses in electrical, electronic, electromechanical or mechanical technology, or a closely related field, plus three years of full-time satisfactory experience as described in "1" above; *or*
  3. Graduation from an accredited community college with an Associate Degree (60 semester credits) with a major sequence of courses in electrical, electronics, electromechanical or mechanical technology, or a closely related field, plus one year of full-time satisfactory experience as described in "1" above. Thirty semester credits from an accredited college with a major in electronics may be substituted for each year of the experience described in "1" above.
- Requirement for Assignment Level III** -To be assigned to Assignment Level III candidate must, in addition to meeting the minimum qualification requirements noted above, possess an additional two years of full time satisfactory experience as described in "1" above, for a total of six years of experience.
- License Requirement** - At the time of appointment candidates must possess a Motor Vehicle Driver's License valid in the State of New York. Employees must maintain this license for the duration of employment. At the time of appointment or assignment to level III, employees may be required to possess a Federal Communications Commission license for radio repairs.
- Special Note:** All positions are within Sewage Treatment Plants and Pumping Stations located throughout the five NYC boroughs.

**Essential Skills**

The selected candidates should have Computer Skills and knowledge of the Computerized Maintenance Management System (CMMS).

**To Apply:**

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18<sup>th</sup> Floor - Flushing - NY 11373-5108

*OR*

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word  
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:

[Recruit@dep.nyc.gov](mailto:Recruit@dep.nyc.gov)

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

<b>Post Date:</b> 07/12/2011	<b>Post Until:</b> 07/26/2011	<b>JVN:</b> 826-12-87968-WT
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**The City of New York is an Equal Opportunity Employer**