Instrument & Controls Technician

JOB PURPOSE
Operates, inspects, maintains and troubleshoots instrumentation and control systems.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES
Install, calibrate, operate and troubleshoot instrumentation equipment and control systems. Make any necessary repairs.

Perform preventive maintenance tasks and records preventive maintenance activities. Performs data collections and maintains proper logs.

Program and troubleshoot programmable logic controllers.

Order and purchase equipment as needed.

Participate in mandatory training sessions related to instrument and controls for utility systems. Act as mentor and conduct on-the-job training of lesser skilled personnel.

Respond to emergency situations immediately and work quickly to correct the problem(s).

Perform other utilities related work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES
Advanced working knowledge of how to safely utilize tools, equipment, techniques, skills, materials and methods of instrument and control system repair and installation work.

Ability to work in a safe and efficient manner.

Ability to read, write and speak English fluently.

Ability to read and interpret blueprints and distribution circuit maps.

Ability to understand and follow oral and written instructions.

Ability to troubleshoot problems, effectively communicate and work as part of a team.

Ability to perform basic computer operations and use email utility.

Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS
**Education/Experience:** Associates degree in electronics with two years verifiable experience OR High school diploma/GED and five (5) years verifiable experience.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS**

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 75 lbs multiple times per shift, fingerling, talking, hearing, and seeing.

**WORKING CONDITIONS**

Working conditions require exposure to extreme hot or cold temperatures for one hour plus. Experiences long periods of standing and walking. Risk of bodily injury from mechanical parts, electricity, fumes, loud noises, odors, heights and tight spaces.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.