

# INSTRUMENTATION TECHNICIAN

Public Works | Pollution Control | Administration



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Instrumentation Technician is responsible for the testing, maintenance, and repair of SCADA and instrumentation systems within the Pollution Control Division, ensuring reliable automation and signal transmission across wastewater operations.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Thursday

*Must be willing to work overtime including nights, weekends, and holidays, and in other areas of the division as needed.*

#### SHIFT

6:30 a.m. to 5 p.m.

#### LOCATION

Pollution Control Facility – St. Louis Canal Road

#### REPORTS TO

Pollution Control Administrator

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

Ability to climb stairs and ladders and stand, walk, bend, kneel or crouch for extend periods of time during inspections or repairs.

#### WORK ENVIRONMENT

Indoors and outdoors with exposure, to wastewater, inclement weather, and other hazardous conditions.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license  
Louisiana Department of Health (LDH)  
Wastewater Collection/Treatment IV certification.

In this role, the incumbent will be expected to collaborate with engineers, IT personnel, vendors, other Parish divisions, and operational staff to support system integration, procurement, and troubleshooting efforts.

The Instrumentation Technician will also assist with electrical and interdepartmental tasks as needed to meet the Division's operational goals.

### JOB DUTIES

- Conduct comprehensive testing and diagnostics of SCADA and instrumentation systems to ensure optimal functionality and reliability.
- Perform repairs and maintenance on electrical and automation equipment, including Programmable Logic Controllers (PLCs) and low-voltage systems.
- Install and configure SCADA components, integrating control systems for pumps, generators, and related infrastructure.
- Maintain communication systems including phone lines, modems, radios, and cellular networks essential to SCADA operations.
- Develop and implement preventive maintenance programs, ensuring consistent performance and minimizing downtime.
- Document all work activities, inspections, and system performance through accurate and timely completion of work orders and reports.
- Procure necessary hardware, software, tools, and licenses to support SCADA system operations and upgrades.
- Coordinate daily and weekly operational activities with supervisory personnel to address system issues and prioritize tasks.
- Mentor division staff in the operation, maintenance, and troubleshooting of SCADA and GIS systems.
- Collaborate with internal departments, including IT and GIS, to resolve technical issues and enhance system security and functionality.
- Represent the Pollution Control Division in meetings and discussions related to SCADA systems, particularly during design, construction, and commissioning phases.
- Assist in the design, fabrication, and troubleshooting of remote monitoring systems in partnership with external contractors and vendors.
- Interpret electrical schematics and integrate control systems with SCADA software and communication networks.
- Draft technical specifications and Requests for Proposals (RFPs) for SCADA-related projects and equipment procurement.
- Review SCADA electrical as-built documentation for accuracy and compliance with operational standards.
- Support cross-functional teams and provide technical assistance to other divisions as needed.

## JOB DUTIES CONTINUED

- Respond to emergency call-outs during nights, weekends, holidays, and storm events as part of the on-call rotation.
- Ensure compliance with safety protocols and participate in scheduled safety meetings and training sessions.
- Manage inventory of SCADA-related parts and equipment, and perform routine vehicle and equipment inspections.
- Participate in required annual training programs and maintain professional certifications, including LDH Wastewater credentials.
- Perform any additional tasks as assigned by the supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to mentor colleagues and contribute to a collaborative, solutions-oriented team environment.
- **Time Management:** Efficiently prioritizes tasks to manage multiple priorities effectively, ensuring timely completion of routine tasks, preventive maintenance, and emergency responses.
- **Analytical Skills:** Capability to apply critical thinking to diagnose complex system issues and develop effective solutions for automation and instrumentation challenges.
- **Communication Skills:** Communicates clearly and professionally with internal teams, contractors, and external stakeholders to coordinate technical activities and share system updates.
- **Organizational Skills:** Maintains accurate records, manages inventory, and ensures timely documentation of work orders and maintenance schedules.
- **Technical Skills:** Possesses expertise in SCADA systems, PLC programming, electrical schematics, remote monitoring technologies, and demonstrates proficiency in Office 365 applications for documentation, reporting, and communication.
- **Qualifications:**
  - High school diploma or equivalent (GED) required with formal training in engineering fundamental and/or computer science.
  - Ability to obtain and maintain Louisiana Department of Health (LDH) Wastewater Collection/Treatment IV certification.

