

AUTOMATION ANALYST - HARDWARE

Public Works | Forced Drainage



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Automation Analyst – Hardware is responsible for installation, maintenance, and repair of electrical, electronic, and Telemetry equipment used in Parish's automated pump and control systems.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Tuesday to Friday

Must be willing to work extra hours as needed and shift work may be required.

SHIFT

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

LOCATION

Public Works – North Campus

REPORTS TO

Automation Integration Supervisor

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Mix of field and shop work, often in varying and sometimes harsh outdoor conditions, including heat, rain, confined spaces, and electrical hazards.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to monitor system performance, respond to alerts and alarms, and troubleshoot equipment to ensure optimal performance and minimal downtime.

The role also demands flexibility, including shift work, on-call availability, and response during emergency events such as storms or system failures.

JOB DUTIES

- Install and maintain electrical and automation equipment and components at various parish locations.
- Assemble, wire, and integrate control panels for engines, motors, and pump systems.
- Monitor Telemetry systems for alerts, failures, alarms, water levels, and weather conditions; initiate pump-down operations as needed.
- Perform inspections on electric pump stations and generators, checking for issues such as burned wires, faulty batteries, unusual noises, leaks, or vibrations.
- Diagnose, repair, and troubleshoot Telemetry, electrical, automation, and mechanical issues in pump stations and related equipment.
- Maintain and repair diesel and electric pumps, generators, control panels, and associated tools and vehicles.
- Conduct preventative maintenance on generators and backup systems, verifying functionality.
- Install, repair, replace, and program Telemetry (PLC) systems and failed automation parts.
- Assist in building, testing, and updating Telemetry control panels and automation equipment.
- Install new automation and radio communication systems at pump stations.
- Support IDEC programming and DC monitoring tasks.
- Adjust floats and determine optimal water levels to improve pump station performance.
- Gather materials and assist with purchasing automation components (e.g., soft starts, PLCs, batteries, solar panels).
- Fill out daily/weekly vehicle inspection checklists and maintain accurate logs of work performed.
- Complete assigned tasks from Supervisor in a timely and professional manner.
- Cross-train with Electrical Technicians and assist as needed.
- Attend monthly safety meetings and complete required annual training (ethics, diversity, harassment).
- Participate in an on-call rotation to respond to Telemetry system issues and perform emergency repairs.
- Coordinate and communicate with contractors and other technical teams within the Parish.

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JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to take initiative on tasks, work independently in the field, and support team goals through accountability and proactive problem-solving.
- **Time Management:** Ability to prioritize tasks effectively, balancing routine inspections with urgent repairs, and responding quickly to system failures or emergencies.
- **Analytical Skills:** Strong troubleshooting abilities to diagnose complex electrical, mechanical, and automation issues using logic, data, and system indicators.
- **Communication Skills:** Strong written and verbal communication skills to relay technical information to supervisors, contractors, and team members.
- **Organizational Skills:** Detail-oriented in maintaining records, completing checklists, tracking repairs, and managing tools and materials for multiple ongoing projects.
- **Technical Skills:** Strong technical skills are required to read and interpret electrical diagrams, work with electrical systems, PLCs, Telemetry hardware/software, control panels, and test equipment in both installation and repair contexts. Must be familiar with electrical engineering mathematics.
- **Qualifications:**
 - High School Diploma or GED Certificate
 - One (1) year of experience in the field of telemetry.

