



# Terrebonne Parish Consolidated Government

---

## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Automation Analyst - Hardware
<b>DEPARTMENT.....:</b>	Public Works
<b>DIVISION.....:</b>	Forced Drainage
<b>CLASSIFICATION/GRADE....:</b>	Automation Analyst - Hardware /108
<b>REVISED.....:</b>	01/2021
<b>REPORTS TO.....:</b>	Automation Integration Supervisor
<b>REVIEWED.....:</b>	01/2021
<b>WAGES.....:</b>	Non-Exempt (Hourly)

---

### **SUMMARY:**

This position will provide technical support and analysis of various phases of the day-to-day technical operations of the department. Work activities in this position consist of performing tasks for Telemetry such as field inspections, basic troubleshooting, and control work. The duties are performed under the direct supervision of the Automation Integration Supervisor. This position requires response at any time to assist with workload or emergencies that may arise.

### **BASIC FUNCTIONS:**

1. Installation of various components of electrical/automation equipment or systems.
2. Install components at various locations around the Parish.
3. Integrate control panels to various types of engines and/or motors.
4. Assemble various control panels using a wide range of components.
5. Test, diagnose and repair various problems that may occur during the normal everyday operation of pump stations.
6. Maintain the operation of control panels, company vehicles and equipment/tools needed to accomplish day to day task.
7. Performs other duties as may be requested by Automation Integration Supervisor or the Forced Drainage Superintendent.
8. Must be capable of following all applicable safety rules and regulations.

### **OTHER REQUIREMENTS:**

1. Knowledge of electrical/electronic terminology, methods, practices and principals applicable to area of work assignments.
2. Knowledge of basic electrical engineering mathematics, including ohms and power law in three and single-phase applications.
3. Knowledge of electrical drawings, how to read and interpret them and their terminology.
4. Ability to understand and follow oral and written instructions safely.
5. Interface and communicate with other technical resources and other groups within the Parish to solve mutually related problems.
6. Willingness to work in climatic conditions.
7. Required to work during all storms events as a Tier 1 responder.
8. Shift work may be required.
9. Must have and maintain a valid Louisiana Driver's License.

### **EDUCATION/EXPERIENCE:**

1. High School Diploma or GED Graduate.
2. Over one (1) year of experience in same or related field of telemetry.
3. Must be able to use computers, network analyzers, and other assorted test equipment.