

GARRISON DIVERSION CONSERVANCY DISTRICT



JOB ANNOUNCEMENT

Position Title: Electronic Industrial Controls Specialist	Closing Date: September 28, 2018
Status: Full-time	Benefits: Full
Salary Range: \$35.00-\$45.00 per hour (dependent on experience and qualifications)	
Working Period: Monday through Thursday, 10 hours per day, 7 a.m. to 5:30 p.m. Flexibility is required. May be required to work in excess of 40 hours per week, including weekends.	Location: Duty Station – Snake Creek Pumping Plant (near Coleharbor, ND), McClusky O&M Office, the McClusky Canal, and any Garrison Diversion Unit (GDU) mitigation lands and other GDU facilities as needed.
Submit Application and Cover Letter to:	
Name/Title: Kip Kovar, District Engineer	
Agency: Garrison Diversion Conservancy District	
Address: PO Box 140, Carrington, ND 58421-0140	
Telephone: 800-532-0074	e-mail: kipk@gdcd.org
Website: www.garrisondiversion.org	
Minimum Qualifications: Five years of electrical experience required. A two year technical degree or four year engineering degree is desired but not required. Valid Class D North Dakota driver's license; must be insurable. Expert knowledge of the National Electrical Code. Thorough working knowledge of electricity and understanding of the makeup, integrated operation, installation and maintenance of electrical systems, circuits, mechanical/hydraulic equipment, and controls associated with an industrial capacity pumping plant and other irrigation facilities. Ability to diagnose problems and determine corrective action for electric power facilities, such as switch gear, circuit breakers and underground lines.	
Summary of Work: Duties include, but are not limited to, responsible for the day-to-day operation and maintenance, both administrative and technical expertise, of the Snake Creek Pumping Plant, all installed equipment and appurtenant facilities. This includes, but not limited to, pumps, motors and control boards; delivery of raw water to and from Lake Audubon; potable water supply systems for the plant; sewage treatment plant; heating, ventilating and air conditioning systems; fire protection systems; electrical, gaging and control equipment; hoisting equipment (50-ton crane); maintaining lawn, trees, shrubs and parking lot; 7200 volt power line and substation serving the pumping plant; and passenger elevator.	
Application Procedures/Agency Comments: All applicants must complete Application for Employment SFN 16770, which may be picked up at local Job Service offices or from the website at www.jobsnd.com . Applications are also available by contacting the Garrison Diversion Conservancy District, PO Box 140, Carrington, ND 58421 (800-532-0074).	

AN EQUAL OPPORTUNITY EMPLOYER

8-23-18

Garrison Diversion Conservancy District Job Description

Job Title: Electronic Industrial Controls Specialist

Status: Full-time

FLSA: Non-exempt

Duty Station: Snake Creek Pumping Plant (near Coleharbor, ND), McClusky O&M Office, the McClusky Canal, and any Garrison Diversion Unit (GDU) mitigation lands and other GDU facilities as needed.

Job Duties and Responsibilities: Duties include, but are not limited to:

1. Leading and directing work teams, including technical and non-technical staff.
2. Highly skilled in electronics and mechanical equipment troubleshooting and repair.
3. Research and install new equipment to maintain state-of-the-art capabilities.
4. Provide electrical/mechanical maintenance and operations for specific water control and conveyance features as part of the GDU project.
5. Responsible for the day-to-day operation and maintenance, both administrative and technical expertise, of the Snake Creek Pumping Plant, all installed equipment and appurtenant facilities. This includes, but not limited to, pumps, motors and control boards; delivery of raw water to and from Lake Audubon; potable water supply systems for the plant; sewage treatment plant; heating, ventilating and air conditioning systems; fire protection systems; electrical, gaging and control equipment; hoisting equipment (50-ton crane); maintaining lawn, trees, shrubs and parking lot; 7200 volt power line and substation serving the pumping plant; and passenger elevator.
6. Evaluates equipment condition, magnitude of any equipment malfunction and decides if immediate correction is needed to protect the plant, including complete or partial shutdown. Must know how various plant equipment systems are installed, operate and work together to properly operate and maintain the plant.
7. Operates, maintains and controls the main pumps and synchronous motors.
8. Tests, adjusts, repairs and cleans electrical equipment such as relays, circuit breakers, transformers, insulators, electrical distributions circuits, etc. on circuits up to 7200 volts.

9. Tests, troubleshoots and calibrates motor protective relays and other supervisory control equipment.
10. Uses and maintains electrical and mechanical testing equipment including voltmeters, ammeters, ohmmeters and oscilloscopes.
11. Performs finish welding, pipe fitting, crane operation and rigging connected with O&M of the plant and associated intake and outlet works repair.
12. Keeps ground and pumping plant clean and orderly.
13. Develops and implements overall safety program for SCPP in coordination with the Garrison Diversion Conservancy District. Maintains training and certification for all safety and health issues necessary for operation and maintenance of the plant. Develops and implements Job Hazard Analysis, Hazardous Energy Control, Confined Space and other safety programs at the pumping plant.
14. Maintains and updates, as needed, Standing Operating Procedures, Operating Instructions and Preventive Maintenance Schedules.
15. Participates in formulating and developing work plans.
16. Purchases tools, supplies and equipment required for the O&M of the pumping plant and associated facilities.
17. Operates tractors, trucks and other equipment as required in the operation and maintenance of the canal and other facilities.
18. May be required to assist in performing work at various GDU facilities, dams, reservoirs, and rural water projects.
19. Evaluates and develops specifications to be in compliance with existing electrical systems of the National Electrical Code and develops recommendations to upgrade existing electrical systems to current codes and industry standards.
20. **Remote Sensing and Supervisory Controls** – Assists in the planning and design of the electrical portions of the proposed remote sensing and supervisory control systems for all features of the GDU and other proposed projects by providing practical electrical and mechanical knowledge pertaining to practicability of equipment being designed.

Reports to: Garrison Diversion Conservancy District O&M Superintendent.

Relationships: Establishes a collaborative working relationship with stakeholders to ensure their needs are heard and addressed and that projects and work products are accomplished according to Garrison Diversion Conservancy District and industry

standards. General maintenance/repair of the plants also requires the ability to work closely with engineers or other technical experts to determine and oversee or implement appropriate construction or repair methods. Must be able to communicate with all Garrison Diversion Conservancy District employees to exchange accurate information as needed. Must maintain a friendly relationship with the general public while at work and off duty. Communicates while at seminars and meetings. Must be able to develop and maintain productive relationships with co-workers, supervisors, associates, stakeholders and the general public.

Minimum Qualifications, Education, Certification, Experience, Knowledge:

1. Five years of electrical experience required. A two year technical degree or four year Engineering degree is desired but not required.
2. Valid class D North Dakota driver's license. Must be insurable.
3. High degree of initiative, expert technical knowledge and independent judgment to perform a wide variety of assigned O&M functions.
4. Expert knowledge of the National Electrical Code and the ability to apply these principles and practices in electrical designs and repairs.
5. Thorough working knowledge of electricity and understanding of the makeup, integrated operation, installation and maintenance of electrical systems, circuits, mechanical/hydraulic equipment, and controls associated with an industrial capacity pumping plant and other irrigation facilities.
6. Ability to use and maintain electrical and mechanical equipment.
7. Ability to read and interpret blueprints, wiring diagrams and engineering drawings and ability to revise plans and drawings as required.
8. Ability to diagnose problems and determine corrective action for electric power facilities, such as switch gear, circuit breakers and underground lines.
9. Skill in compiling data and preparing data summaries, various reports and correspondence on a personal computer using spreadsheet, word processing and maintenance management software.

Essential Functions:

1. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions. Must be able to lift and carry 50 pounds on a routine basis.

2. Must be able to walk and work on uneven terrain; this includes working in ditches.
3. Requires frequent bending, stooping and stretching, and climbing ladders. Coordination of eyes, hands, legs and body is needed to install, repair and test electrical equipment in confined spaces.
4. Requires normal vision in both close range and distance.
5. Must wear protective equipment when necessary.
6. Must be able to communicate effectively and understand and follow verbal and written instructions.
7. Must be capable of obtaining a thorough knowledge of Garrison Diversion Conservancy District safety rules and policies.
8. Must be able to accurately and clearly complete required documentation records.
9. Must pass a drug and alcohol screening and pre-employment physical.
10. Perform a variety of tasks involving strenuous manual labor in adverse conditions (hot humid weather, extreme cold, enclosed areas, etc.).
11. Requires ability to remain calm in stressful or emotional situations.
12. Requires ability to make decisions in fast paced environment.
13. Must maintain prompt and reliable attendance.

Working Period: Regularly scheduled work week is Monday through Thursday, ten (10) hours per day, 7 a.m. to 5:30 p.m. Flexibility is required. May be required to work in excess of 40 hours per week, including weekends.

Working Conditions: Work is performed both indoors and outdoors, in all weather conditions. The nature of the work requires it to be performed in proximity to high voltage lines, around live electrical equipment and moving mechanical parts. Safety training will be provided. Special precautions which are normally employed include the use of lock-out/tag-out procedures. Subject to injury from electrical shock, broken bones in falls from ladders and scaffolds, strains from awkward positions and lifting, and cuts and bruises when handling tools and materials. The worksite is remote, and the work must be accomplished independently.



APPLICATION FOR EMPLOYMENT
 JSND/WORKFORCE PROGRAMS
 SFN 16770 (R. 3-11)

Company Applying To _____
 Position Title or Job Order # _____

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip)
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Date You Can Start Work	Days Available: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Regular	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing/Evening <input type="checkbox"/> Graveyard/Night <input type="checkbox"/> Rotating <input type="checkbox"/> Split
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

DRIVER LICENSE INFORMATION

Do you have a valid driver license? Yes No Driver License Class _____ Issuing State _____
 Endorsements (check all that apply): Tanker Vehicles Double & Triple Trailers Hazardous Materials
 School Bus Passenger Bus

EDUCATION, TRAINING, CERTIFICATIONS AND VETERAN STATUS

Do you have a High School Diploma? Yes No Do you have a GED? Yes No

Other education after High School (most recent first):

Name of School, City, State	# of Quarter or Semester Credits Earned	Graduated	Earned Degree AA, AS, AAS, BA, BS, Masters, PhD	Major or Course of Study
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Occupational License, Certificate or Registration	Number	Issued By	Expiration Date
Occupational License, Certificate or Registration	Number	Issued By	Expiration Date

Are you a U.S. Military Veteran? Yes No

ADDITIONAL INFORMATION AND SKILLS

Describe volunteer work, community involvement, hobbies, or other qualification or skills:

WORK EXPERIENCE (Current or most recent first)		
Employer	Telephone Number	From (Month/Year)
Street Address/City/State		
Job Title		To (Month/Year)
Duties/Skills/Equipment and Software Used:		
		Hours Per Week
		Last Salary
		Last Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number	From (Month/Year)
Street Address/City/State		
Job Title		To (Month/Year)
Duties/Skills/Equipment and Software Used:		
		Hours Per Week
		Last Salary
		Last Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number	From (Month/Year)
Street Address/City/State		
Job Title		To (Month/Year)
Duties/Skills/Equipment and Software Used:		
		Hours Per Week
		Last Salary
		Last Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
BUSINESS-RELATED REFERENCES		
Name	Address, City, State, Zip	Phone Number
I certify the information contained in this application is true, correct, and complete. I understand that if I become employed, false statements reported on this application may be considered sufficient cause for dismissal.		
Applicant Signature: _____		Date: _____

WORK EXPERIENCE (Current or most recent first)		
Employer	Telephone Number	From (Month/Year)
Street Address/City/State		
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