



Town of Clayton

Instrumentation Control /Pump Technician (Reclamation)

SALARY	\$24.21 - \$30.24 Hourly \$50,357.00 - \$62,889.00 Annually	LOCATION	Clayton, NC
JOB TYPE	Full-time	JOB NUMBER	0725-00801
DEPARTMENT	Water Resources	DIVISION	Water Sewer Wastewater Treatment Plant
OPENING DATE	07/03/2025	CLOSING DATE	Continuous
HIRING PAY RANGE UP TO:	\$62,889.00		

Description

* Salary Grade SG304* * Recruitment Range: \$50,357.00 - \$62,889.00*

** Salary offered will be determined based on directly related experience **

* Work Location is Operations Center 653 Veterans Pkwy., Clayton, NC (Johnston County) *

This is a continuous posting and applications will be processed as they are received.

The Town of Clayton is seeking applicants for an **Instrumentation Control /Pump Technician** for the **Water Resources Department**. The Town of Clayton employs more than 340 full-time staff in areas including police, fire, and electric utilities. The Town of Clayton also offers a range of PT positions including positions in Parks & Rec, Library, and Cultural Arts.

The Town of Clayton is the fastest growing town in Johnston County, which is the fastest growing county in the State of North Carolina. The vision for the Town of Clayton includes a thriving town where growth contributes to the quality of life enjoyed by long-time residents and newcomers alike; easy access but with an atmosphere that feels smaller than it is; a system of parks and greenways that connect people and places; neighborhoods with a variety of quality living options; a town that offers opportunities for people to live, create, shop and eat; a bustling and historic downtown, and businesses that are successful, growing, and investing in the community.

Duties & Responsibilities

An employee in this class performs a variety of unskilled and semi-skilled work engaged in troubleshooting electrical and mechanical issues with pumps and controls. Work involves pulling, repairing, and replacing sewer & water pumps, electrical components, reviewing SCADA, keeping records related to maintenance. Active preventive maintenance to prevent premature failure of equipment. Assists WR Reclamation Maintenance staff with maintenance at the Wastewater treatment plant. Employees are on-call and subject to call back work. This position is classified as Service

Critical.

- Operates digital multi-meters, amp meters, loop meters, and other related equipment to troubleshoot electrical issues.
- Operates boom trucks, electric hoists, or hand cranked hoists to pull pumps for inspection, repair and/or replacement.
- Performs preventive & predictive maintenance and repair to sewer lift stations located at the wastewater treatment plant and the collections system: Cleans pumps, cleans wet wells, checks generators and bypass pumps.
- Troubleshoots, diagnoses and repairs parts or equipment due to failure; troubleshoots, repairs, monitors and maintains the SCADA system.
- Performs permit required confined space entries in manholes, wet wells, check valve vaults, meter vaults, and all other related water and sewer appurtenances.
- Install temporary generators and bypass pumps as needed.
- Creates and completes work orders utilizing the Towns' current work order software.
- Troubleshoots electrical and instrument equipment such as floats, relays, control panels and all other related structures at the wastewater treatment plant and pump stations in the collections system.
- Installs and repairs variable speed drives, motorized valves, electrical and electronic panels.
- Records pump hours and averages for review by the Instrumentation Control & Pump Tech (IC & Pump Tech) Supervisor and/or the Maintenance Superintendent.
- Assists with the cleaning of the pump station wet wells in the collections system as needed.
- Maintains necessary tools and inventory on departmental vehicles and keeps stocked.
- Performs all other related tasks as directed.
- Serves in the on-call rotation for the Reclamation Division and fills in as needed in the wastewater treatment plant rotation.

Special Requirements, Education & Experience

- Working knowledge of the occupational hazards and safety precautions needed in the work.
- Working knowledge of the principles and property of and the theory and application of electronic circuits.
- Working knowledge of related technology including hardware and software, electronic component troubleshooting and installation, and use and repair of process instrumentation and telemetry.
- Working knowledge of the principles and procedures associated with wastewater treatment and the collections system. Skill in the use and care of tools of the trade.
- Working knowledge of the safe use of common hand and power tools.
- Working knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Working knowledge of the tools utilized in the troubleshooting of electrical circuits.
- Ability to detect mechanical, electrical, or electronic malfunctioning of assigned equipment by testing, observation, sound, and chart readings, and to take proper remedial actions.
- Ability to read and follow schematic drawings, blueprints, and written and oral instructions.
- Ability to establish and maintain effective working relationships with the public, co-workers, and supervisors.
- Working knowledge of completing simple reports.

Education & Experience

- Required: High School Diploma or GED, Maintenance Technologist Grade 1, WW Biological Grade 1
- Experience in electrical troubleshooting and general equipment maintenance as it relates to wastewater treatment.
- Must possess a valid NC Class C CDL driver's license.
- Must be able to obtain a Grade 1 Maintenance Technologist certification and a Grade 1 WW Biological certification within twelve months of hire.

OR

Depending on the position, the Town may consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

SUBMIT OFFICIAL APPLICATION USING THE TOWN'S CAREER WEBSITE

<https://www.townofclaytonnc.org/>

If you have technical issues submitting your application, please call the NEOGOV (governmentjobs.com) Help Line at 855-524-5627. If there are any questions about this posting, other than your application status, please contact the Human Resources Office. If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. To check the status of your application, please log on to your NEOGOV account and click "Application Status". It is not necessary to contact the Human Resources Office to check the status of an application. Normal processing time for applications is 30-45 days from the closing date of the posting.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders. Degrees must be accredited by the U.S. Department of Education. Transcripts and degree evaluations may be uploaded with your application. To receive credit for your work history and credentials, you must list the information on the online application form. Any information omitted from the application cannot be considered for qualifying credit. Attached or incorporated resumes (including Text Resume's on the on-line application) WILL NOT be used for screening for qualifying credit. "See Resume" or "See Attachment" WILL NOT be accepted in lieu of completing an on-line application form. Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Applicants may be subject to a criminal background check. Credit and motor checks are required for some administrative, finance and operational positions. Applicants will be required to take and pass a Pre-Employment Drug and Alcohol screen once they are verbally given a conditional offer of employment. Depending on the position, employees may be subject to random drug and alcohol screens throughout their employment. Applicants have rights under Federal Employment Laws: Family and Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), and Employee Polygraph Protection Act (EPPA).

Town of Clayton employees enjoy many benefits including a retirement pension plan, 401K membership, Paid Vacation, Sick and Holiday Leave, State Health Plan, and various other benefits. Benefits information can be found by going directly to the Town of Clayton website at: <https://www.townofclaytonnc.org/251/Benefits>.

When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills & abilities, internal equity and budgetary considerations pertinent to the advertised position. The Town of Clayton is an Equal Opportunity Employer. Hiring salary will not exceed hiring pay range unless approved by the Town Manager.

Applications may be reviewed to determine if applicants education and experience is more applicable to other vacant positions within the Town.

Employer

Town of Clayton

Address

111 E Second St.
PO Box 879
Clayton, North Carolina, 27520-2459

Phone

919-553-5002

Website

<http://townofclaytonnc.org>

Instrumentation Control /Pump Technician (Reclamation) Supplemental Questionnaire***QUESTION 1**

Do you have any licenses or certifications pertaining to wastewater treatment or maintenance of wastewater equipment?

***QUESTION 2**

Do you have any electrical knowledge pertaining to instrumentation in control panels of wastewater equipment?

***QUESTION 3**

This position consists of maintenance work primarily at a Water Reclamation Facility in addition to assisting with maintenance work at lift stations in the collection system. Are you able and willing to commit to this scope of work?

***QUESTION 4**

This is a service critical position that will require the employee to be on an On-Call rotation and is subject to call backs in inclement weather, possible holidays, and after hours. Are you able and willing to commit to this?

***QUESTION 5**

Are you willing to accept the position if offered at the recruiting salary pay range \$50,357.00 - \$62,889.00?

☐ Yes

☐ No

* Required Question