

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Controls Supervisor

GENERAL RESPONSIBILITIES

1. Operates the Environmental Controls Building Automation Systems (BAS).
2. Operates, maintains and trouble shoots (hardware and software) the BAS systems of all buildings in the District. Systems include all HVAC units (unit ventilators, Variable Air Volume (VAV) boxes, air handlers, controllers, exhaust fans), chiller plants, ice plants, water heaters, lighting and security systems.

SPECIFIC RESPONSIBILITIES

1. Maintains working knowledge of all functions of building automation systems, which includes but is not limited to applications, software and programming.
2. Maintains general working knowledge of commercial HVAC systems.
3. Performs regular scheduled maintenance on BAS systems.
4. Makes modifications to programming and graphics as directed by Controls Supervisor.
5. Provides technical support and assistance for HVAC Technicians, Electrician, Plumbers, AV Technicians and Plant Operators.
6. Works with outside contractors regarding operational problems.
7. Maintains upgraded files of all existing BAS programming for the District.
8. Interacts with control contractors as liaison for Maintenance Department.
9. Services and replaces BAS hardware.
10. Assists Energy Management System Operation Specialist.
11. Assumes responsibility for proper utilization of tools, equipment and vehicles furnished by the school district, to include daily vehicle maintenance and safety checks.

12. Accepts responsibility for working in a manner safe to himself and those around him.
13. Exercises initiative and judgment within the scope of authority and assumes responsibility without direct supervision. Exhibits an ability to be able to follow directions and willingness to conform to new policies and procedures.
14. Performs other duties as assigned.