

JOB DESCRIPTION

TITLE ENERGY MANAGEMENT SYSTEM OPERATION SPECIALIST

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| Education/ Experience | High school diploma or General Education Development (GED) certificate; five years related experience in the HVAC field, designing, servicing or troubleshooting HVAC systems and controls. Ability to display a working knowledge of these systems and the associated building management control. Working knowledge of computer systems, word processing, email and database programs. |
| Language Skills | Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management. |
| Mathematical Skills | Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. |
| Certification/License | N/A |
| Reasoning Ability | Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. |
| Physical Demands | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms, stoop; and talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District. |

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 Digital Management Systems (DMS).
2. Operates, maintains, and trouble shoots (hardware and software) the digital facility management operation 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 digital facility management systems, which includes but is not limited to applications, software and programming.
2. Manages point-level operations, including duty cycling, temperature compensations, start/stop, heating/cooling.
3. Manages system-level operations, including event scheduling, demand limiting, maintenance, outside air units and Thermo Energy Storage operations.
4. Manages database-level operations, including engineering units, real time display assignments, time clock, data base installations and database back-up.
5. Analyzes and resolves difficult DMS operational problems.
6. Provides technical support for AC Technicians, Electrician, Plumbers, AV Technicians and Plant Operators.
7. Works with outside contractors regarding operational problems.
8. Maintains upgraded files of all existing DMS databases for the District.
9. Interacts with control contractors as liaison for Maintenance Department.
10. Installs DMS software and trains Plant Operators in basic interaction with DMS.
11. Creates DMS holiday and summer schedules for every facility in the District.

12. Schedules service and replacement of DMS hardware.
13. Performs the duties of the Supervisor of Energy and Interior Environment in his absence.
14. Performs other duties as assigned.