

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Assistant Foreman – Energy/Security

Pay Table: Support

Pay Grade: 13

FLSA Status: Non-Exempt

Job Code: 626

Reports to: Energy/Security Foreman

JOB SUMMARY

Under the general supervision of the shop Foreman the Energy/Security Assistant Foreman oversees the installation and maintenance of I.P. and analog C.C.T.V. systems, burglar alarm systems and access control systems. Assistant Foreman may represent the shop in meetings and fills in for the Foreman in their absence. The Assistant Foreman also plans projects, orders materials, monitors budgets and coordinates funding between end users and the Environmental Maintenance Services department. The Assistant Foreman oversees the installation of system software and instructs end users on the operation of systems and software, including the maintenance and programming of district wide systems located in the Building Controls Monitoring Center.

ESSENTIAL JOB FUNCTIONS

- Supervises installation and maintenance of energy and security systems.
- Organizes work schedule and dispatches technicians on daily job assignments.
- Designs and customizes layout of energy maintenance and security systems.
- Analyzes blueprints and integrates energy management and security systems to existing building control systems.
- Evaluates submittals on new buildings and installations for correctness and completeness of energy/security systems.
- Orders and stocks material for fabrication and installation of facility management systems.
- Installs energy control systems in buildings
- Connects field relays to A/C panels, motors, lights, fans, etc.
- Pulls wire while connecting systems in buildings (from panels to fan rooms, boiler rooms, doors, etc.).
- Runs telephone wire, connecting equipment to telephone equipment.
- Designs and fabricates control panels, consisting of control relays, fuses, termination breaks, switches, power supplies, overcurrent protection, etc.
- Fabricates relay panels with wire gutter, relay track, terminal strips, etc.
- Fastens electrical and electronic components to walls and ceilings in buildings (i.e.

wire gutters, junction boxes, control panels, security door contacts, motion detectors, various sensors, cameras, sump alarms, etc.)

- Runs conduit to panels, boilers, etc.
- Installs control relays for fans, boiler, pumps, air coolers, exhaust fans, etc.
- Connects equipment to phone lines and wide area network systems for 24 hour communication.
- Connects control points to building HVAC systems, indoor and outdoor building lighting, utility metering systems, etc.
- Connects installed equipment and systems to electrical systems.
- Designs local area network systems, oversees the installation, testing and maintenance of network cable, fiber optic cable, network switches.
- Installs software for monitoring and operation of applicable security and building management systems on end users systems and monitoring center systems.
- Completes firmware upgrades and maintenance of related systems.
- Completes system design and layout for new systems and system upgrades. Uses software such as AutoCAD, Word and Excel to complete system design documentation.
- Prepares cost breakdowns for new systems and works with supervisors and end users to plan for and allocate funding for new systems, upgrades and additions.
- Tests and maintains energy control systems. Responds to buildings as called to trouble shoot and repair systems.
- Programs system parameters and performs software and firmware updates as needed.
- Tests, evaluates and specifies new equipment for possible use.
- Calibrates temperature analogs via parameter programming.
- Completes daily reports of work progress and record on computer.
- Responds to after-hours emergencies as needed.

MINIMUM REQUIREMENTS

- Six (6) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Completion of journeyman apprentice program or equivalent training and experience.
- Specific training in the network or C.C.T.V. fields.
- Driver's license.
- Journeyman electrical certificate preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of analog and I.P. C.C.T.V. systems.
- Knowledge of DDC.
- Knowledge of electrical construction.
- Knowledge of energy and security control systems.
- Knowledge of H.V.A.C. systems, fire alarm systems, electric and pneumatic controls.
- Knowledge of Local Area Network systems.
- Knowledge of P.C. software systems including those specific to C.C.T.V.
- Ability to manage the installation of C.C.T.V., Fire alarm and electrical systems.
- Ability to utilize basic computer functions

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position spend part of their time working in an environment where errors on their part can lead to significant physical or mental consequences for themselves or others.

The Davis School District has the right to revise this position description at any time.