

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: Foreman – Energy
Pay Table: Support
Pay Grade: 17
FLSA Status:
Job Code: 520
Reports to: Energy/Security Coordinator

JOB SUMMARY

Under the general direction of the Energy/Security Coordinator, the Foreman – Energy supervises and also assists in the design, installation, maintenance and repair of district electronic energy management and security systems.

ESSENTIAL JOB FUNCTIONS

- Supervises installation and maintenance of energy management and security systems.
- Organizes work schedule and dispatches technicians on daily job assignments.
- Plans access control projects.
- 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 (Note: required to work with building voltages of 120 to 480 volts.).
- 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 in buildings (i.e. wire gutters, junction boxes, security door contacts, motion detectors, temperature sensors, sump alarms, override key switches).
- Runs conduit to panels, boilers, etc.

- Installs control relays for fans, boilers, pumps, air coolers, exhaust fans, etc.
- Connects equipment to phone lines 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.
- Tests and maintains energy control systems. Goes to buildings as called to trouble shoot and repair systems.
- Programs panel parameters to network with mainframe computer.
- Evaluates new equipment for possible use.
- Calibrate temperature analogs via parameter programming.
- Completes daily reports of work progress and records on computer.
- Is on call for after-hours emergencies.
- Sits on Energy Committee and plans related projects.
- Budgets funding accounts.

MINIMUM REQUIREMENTS

- Completion of journeyman apprentice program or equivalent training and experience.
- Seven (7) to ten (10) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Drivers license.
- Journeyman electrical certificate.
- Asbestos removal certificate.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of electrical construction.
- Thorough knowledge of energy and security control systems.
- Basic knowledge of H.V.A.C. systems, fire alarm systems, electric and pneumatic controls.
- Basic computer skills, including knowledge of use and installation of modems.
- Basic knowledge of DDC.
- Ability to accept payment and process purchase orders.
- Ability to manage inventory and property.
- Ability to make budget recommendations and manage the budget.
- Ability to use heavy machinery.
- Ability to supervise employees developing, installing or repairing technology systems.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in an environment where errors can lead to significant physical or mental consequences.

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