

Building Management DDC Coordinator
New Hanover County Schools

Job Description

Class: Classified

Dept: Maintenance Operations

TITLE: Building Management DDC Coordinator

- QUALIFICATIONS:**
1. Associate Degree in engineering, engineering technology or similar degree preferred.
 2. At least five years' experience in commercial building engineering and computerized building management systems or equivalent combination of education and experience.
 3. Successful completion of training program(s) relative to DDC systems operation, programming, and maintenance by major control vendor(s) or by acceptable college, university or by ISA certification.
 4. Valid North Carolina driver's license.

REPORTS TO: Energy Supervisor

JOB GOAL: To develop and maintain an energy management plan, monitor and coordinate repairs to computerized HVAC systems, USTs, elevators, cooling towers, and fuel for heating boiler systems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules and procedures as required by Maintenance Operations, and ensure staff follows departmental procedures and New Hanover County Schools' policies.
2. Monitor schools daily on the energy management system; respond to temperature/thermostat problems with on computerized energy management system.
3. Perform basic operational functions on existing DDC systems, including scheduling, setpoint adjustments, setting of alarm limits and defining alarm messages.

4. Modify existing DDC system programming and resulting control sequence.
5. Track utilities with utility management program; contribute to the energy conservation program.
6. Prepare monthly reports on energy usage and monitor utility bills; gather and distribute information on utility outages; maintain permits for USTs.
7. Review all construction documents; interpret control requirements from HVAC plans and specifications.
8. Prepare and submit to the Energy Supervisor weekly shop project summary reports and annual budget for all utilities.
9. Monitor work of service contractors for adherence to plans and specifications.
10. Willing to be on-call in case of emergency.
11. Perform related duties and responsibilities as requested by the Director or Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Functional knowledge of electrical, HVAC, and building management DDC systems.
- Functional knowledge of the practices, procedures, materials, and equipment used in an energy management system.
- Functional knowledge of the principles of energy-using systems installed in buildings.
- Functional knowledge of the standard practices, tools, protocols (BAC net) and terminology of the energy trade.
- Ability to keep accurate records and generate reports relating to all areas of data produced by functions of energy.

- Extensive functional knowledge of energy management and conservation methods, and the ability to monitor air quality, analyze problems and resolve issues to ensure DDC systems function properly and make recommendations for solutions.
- Ability to read prints and plans, and maintain electronic files.
- Good communication skills, oral and written, with different educational levels of personnel.
- Ability to follow broad verbal and written instructions.
- Considerable computer skills.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.