

Building Management DDC Coordinator
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Operations**
Dept: **Maintenance**

TITLE: **Building Management DDC Coordinator**

QUALIFICATIONS:

1. Associate Degree in Engineering, Engineering Technology or similar degree preferred.
2. At least five years of 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: Skilled Trades Supervisor

JOB GOAL: To develop and maintain a DDC program, monitor and coordinate repairs to computerized HVAC systems, cooling towers, and fuel for heating boiler systems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures as required by Maintenance Operations and New Hanover County Schools, along with state and federal regulations pertaining to division issues.
2. Work collaboratively with a highly skilled Maintenance Operations Team focused on delivering exceptional services.
3. Monitor schools daily on the DDC systems and respond to temperature/thermostat sensor problems. Perform basic operational functions on existing DDC systems including scheduling, set point adjustments, setting of alarm limits, defining alarm messages, and setting up trends.
4. Modify existing DDC systems programming and resulting control sequence.
5. Report outages and notify key personnel.
6. Review all construction documents; interpret control requirements from HVAC plans and specifications.

7. Prepare weekly shop project summary reports and annual budget for all controls and submit to Skilled Trades Supervisor.
8. Monitor work of service contractors for adherence to plans and specifications.
9. Willing to be on-call in case of emergency; answer emergency calls via NHCS computer device for DDC controls.
10. Perform related duties and responsibilities as requested by the Skilled Trades Supervisor or Director of Maintenance Operations.

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 73

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 and familiarity with HVAC systems, cause and effect.
- Functional knowledge of the practices, procedures, materials, and equipment used in a DDC management system.
- Functional knowledge of the principles of HVAC systems installed in school buildings to ensure indoor air quality and improve energy efficiency.
- Enthusiastic approach to problem solving and collaborating.
- Functional knowledge of the standard practices, tools, protocols (BAC net) and terminology of the DDC/HVAC trade.
- Ability to keep accurate records and generate reports. Ability to 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, to serve and collaborate with different educational levels of personnel.
- Ability to follow broad verbal and written instructions.
- Proficiency in Microsoft Office; ability to create charts and graphs using Word and Excel; and knowledge of Google Suite.
- Extensive 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.