

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 outlined 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:	Building Controls Operator
Pay Table:	Support
Pay Grade:	5
FLSA Status:	Non-Exempt
Job Code:	670
Reports to:	C.C.T.V. / Security Foreman

JOB SUMMARY

Under the supervision of the Foreman, the Building Controls Operator provides monitoring of district facilities and systems, answers phone calls from facility managers, administrators, employees and patrons regarding district facilities, responds to alarms and initiates responses of district personnel.

ESSENTIAL JOB FUNCTIONS

- Responds to system alarms such as fire, burglary and carbon monoxide. Follows protocols to coordinate response of fire departments, police departments, responsible parties and maintenance personnel.
- Monitors district wide security camera system to protect the safety of patrons and district property.
- Responds to alarms or event signals from the Building Management System (BMS). Alarms may include boiler failure alarms, low or high temperature alarms, and system outages that could affect the monitoring and control of building systems.
- Programs or modifies access control and building security schedules to allow for after-hours facility usage and/or emergency access for building managers, contractors and maintenance personnel.
- Logs building checks conducted by facility managers by entering information in district Encore system.
- Creates work requests for emergency repairs and dispatches maintenance personnel as requested by facility managers.
- Responds to power outages by reporting outages to local power companies, determines estimated time of restoration and notifies required district personnel.
- Monitors transportation radio traffic to assist bus drivers after normal work hours. Contacts transportation managers and others as required.
- Monitors local news channels and appropriate sources for any news or weather events that may affect District facilities or interests, reporting details to Coordinator for reporting to the Director and District Administration.
- Responds to and coordinates response to elevator malfunctions, including people being trapped in elevators.

- Completes all required reports and documentation for incidents and activities.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- Experience in customer service.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate clearly and effectively over the phone and radio.
- Ability to remain awake during night-time hours while observing security cameras.
- Ability to remain calm and perform multiple tasks in stressful situations.
- Ability to manage and prioritize multiple tasks.
- Ability to provide excellent customer service.
- Excellent grammar, spelling and writing skills.
- Good geographical understanding of the Davis county cities and towns.
- Good spatial reasoning when using maps and floorplans.
- Familiarity with building systems such as mechanical and electrical.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities to perform the essential job functions: hearing, mental acuity, speaking, talking and visual acuity. The ability to stay awake and alert during night-time hours and during extended periods of inactivity.

WORKING CONDITIONS

Employees in this position deal with crisis situations that require them to make major decisions involving people, resources, and property. Building Controls Operators work in an environment that operates 24 hours per day, 7 days a week.

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