

Inter-Lakes School District

Job Description



Title: Building Automation Technician	Date: July 1, 2020
Classification: Non Bargaining, Exempt	Terms of Employment: Full-time
Reports To: Director of Facilities	Supervises: n/a

QUALIFICATIONS:

1. Associates Degree or Technical School Certificate or equivalent.
2. Four years of experience in building automation industry, engineering, and programming background.
3. Excellent understanding of HVAC or other building or electronic control systems.
4. Intermediate to advanced knowledge of application programming languages.
5. Skilled in programming, equipment start-up and checkout, and troubleshooting.
6. Full understanding of the operation of HVAC controls and HVAC equipment. This includes the ability to understand written sequences of operation.
7. Valid driver's license.
8. Ability to travel to off-site locations.

JOB OBJECTIVE:

Under the general supervision of the Director of Facilities or district designee, the Building Automation Technician will be responsible for the safe, reliable and economical operation of the building automation systems. This position is responsible for executing technical service of all building control systems, which would include the purpose to integrate, optimize, and expand heating ventilating, and air-conditioning (HVAC) controls, security, fire alarm, access control, lighting control, water supply distribution and elevator management systems.

ESSENTIAL JOB FUNCTIONS*:

Repair and Preventive Maintenance

1. Performs preventative maintenance and diagnostics on building automation systems and components in both critical and non-critical environments. Test and verify system readings ensuring optimal system operation.
2. Performs system checkout and assist in automation systems startups. Complete and submit work orders and reports covering all aspects of each assignment and activity.
3. Troubleshoots and repairs complex building control systems and components. If improper operation is due to another system or faulty equipment, discusses problem with manager or immediate supervisor and advises of the best course of action. Work with other departments to arrange repairs.
4. Completes adjustments, calibrations, and repairs.
5. Reviews building control programs to ensure proper operation, functionality, and efficiency of building systems.

Inspections

1. Participates in job site review and final completion for systems turnover.
2. Performs wiring checkout and automation start-ups using provided software and tools.
3. Validates low voltage wiring diagrams and controls flow diagrams.

Maintenance Support

1. Uses computerized management system to generate work orders, complete work task assignments, document daily work, and report job hours, etc.

2. Aids in the performance of routine duties, perform all work associated with all maintenance trades of an equal or lower graded classification where the work or task does not require a specific license.
3. Assists in department wide projects and initiatives.

Supplies

1. Performs tasks related to storing of parts, equipment, and supplies maintained by the Facilities Department.

Facilities Maintenance

1. Assists in snow removal and campus emergencies.
2. Installations and maintenances of HVAC elements as required.

Auditorium Management

1. Manages the use of the auditorium for school and community purposes through:
 - a. Scheduling and Facilitating
 - i. Coordinates all scheduling of school functions such as student performances, classes, assemblies, testing, faculty meetings and school board meetings;
 - ii. Coordinates all scheduling of non-profit community groups such as local service clubs, and municipal meetings;
 - iii. Coordinates the bookings of organizations such as music and dance groups and other organizations whose use would be of value to the community;
 - iv. Follows "Guidelines for Use" for internal and external users.
 - b. Public Relations
 - i. Acts as a liaison regarding community access and involvement;
 - ii. Encourages outside vendors/producer interest;
 - iii. Provides advice to tenants with regards to available marketing outlets;
 - iv. Develops a standardized contract for use with outside vendors/producers.
 - c. Conflict Resolution
 - i. Arbitrates scheduling conflicts in accordance with "Guidelines for Use."
 - ii. Balances school and community needs in accordance with "Guidelines for Use."
 - d. Fiscal Management
 - i. Develops a yearly budget for efficient running of the facility;
 - ii. Prepares billing for usage where appropriate;
 - iii. Approves all payments to crew members.
 - e. Technical Crew
 - i. Recruits technical staff as needed;
 - ii. Supervises and schedules crew;
 - iii. Schedules and conducts training as necessary;
 - iv. Requires attendance of appropriate crew at all events.
 - f. Cleaning and Maintenance
 - i. Works in conjunction with the Director of Facilities to maintain high standards of cleanliness, and schedule preventative maintenance and inspections;
 - ii. Supervises the maintenance and care of lighting equipment, sound systems, projection systems, and all stage systems i.e. curtain and fly systems and stage surfaces;
 - iii. Supervises prop storage and arranges for the prompt removal of unused/unclaimed props;
 - iv. Monitors cleanliness, maintenance, and safety procedures during periods covered by a lease.
 - g. Inventory and Replacement
 - i. Maintains an inventory of all equipment including: lights, sound systems, and video systems;
 - ii. Develops and maintains a replacement schedule for all equipment;

- iii. Ensures proper operation and compliance of all safety devices and schedules safety inspections as required by NH State law and town ordinances.
- h. Safety Oversight
 - i. Establishes safety rules and guidelines;
 - ii. Trains and supervises all users (paid and volunteer) in the proper use of equipment.

Continuing Education

- 1. Attends required trainings.

Assumes other duties, as assigned, to promote a positive, clean and safe learning environment.

SKILLS

Must have an excellent understanding of HVAC and other building or electronic control systems. Intermediate to advanced knowledge and abilities to:

- 1. Maintain and configure Honeywell software, and a demonstrated ability to program networked control hardware.
- 2. Design control systems from complex sequences of operations.
- 3. Design advanced systems and/or programs related to building automation systems.
- 4. Diagnose and resolve advanced or complex programming/system problems related to building automations systems.
- 5. Diagnose and resolve advanced network operation problems at the enterprise level as it relates to building automation systems.
- 6. Write, test, modify, and maintain advanced computer programs/systems related to building automation systems.
- 7. Provide consulting services related to building automation systems.
- 8. Develop client partnerships related to building automation systems.
- 9. Understand advanced construction practices and procedures applicable to building automation.
- 10. Communicate verbally and in writing with multiple parties of varying skill levels on a range of complex construction and building automation subjects.
- 11. Translate technical information into user-friendly program documentation.
- 12. Meet multiple and conflicting project timelines.
- 13. Interpret processes, flow charts and schematics.
- 14. Test advanced data processing equipment and computer system applications related to building automatic systems, and recommend purchases for such systems and components.
- 15. Provide effective oral and written communications for successful operations.
- 16. Follow safety rules and applicable Federal, State, and Local regulations and codes.

WORKING CONDITIONS:

- 1. Normal school environment.
- 2. Minimal travel required.
- 3. Ability to exert fifty (50) pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- 4. Ability to stoop, climb, stand for long periods of time and perform strenuous physical labor, physical mobility, and stamina to participate in activities.
- 5. Occasionally works in outside weather conditions. Performs tasks and duties in various adverse weather conditions.
- 6. Occasionally exposed to toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**