

Job Title: Energy Management Controls Technician Non-Exempt

Reports to: Director of Support Services
HVAC Foreman

Dept./School: Support Services

Primary Purpose:

Repair and service energy management equipment in a timely manner that has minimum amount of discomfort to students, district employees and private citizens. Inspect equipment operation for health and safety of students, district employees and private citizens.

Qualifications:

Education/Certification:

High school graduate or equivalent

Special Knowledge/Skills:

Ability to work well with others, follow directions and have good communication skills

Current Texas driver's license with safe driving record

Capable of handling responsibility in job assignments and comply with district policies and procedures

Ability to tolerate exposure to excessive hot and cold climates as well as excessive humidity and inclement weather conditions both indoor and outdoor

Must be able to work protracted or irregular work hours

Must have the ability to competently work and operate all equipment and tools associated with their trade

Lifting and carrying will be required (up to 50 lbs. unassisted with walking, standing, repeated bending and some reaching above the shoulder)

Alternatives to the above qualifications which the administration may find appropriate and acceptable

Minimum Experience:

Two years minimum experience in electronic board replacement

Two years minimum experience in IBM compatible computer operation and keyboard skills

Two years minimum experience in electronic board that operates HVAC equipment

Two years minimum experience required for communication and network of telephone modems

Major Responsibilities and Duties:

1. Maintain and repair energy management system in a timely and workmanlike manner.
2. Be on 24 hour emergency call staying within a 30 minute response time when on call.
3. Punctual, dependable and honest
4. Responsible for personal appearance and conduct at all times
5. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____