

Union County Educational Services Commission
Job Description

Job Title: Building Management System Operator for 1571

Reports To: School Business Administrator

Terms of Employment: Stipend Position, 12-Months

Scope of Position:

The BMS Operator for 1571 Lamberts Mill Road, Westfield will be responsible for the operation of the BMS system which controls the HVAC as well as the point person for HVAC related matters.

Qualifications:

1. Experience with electrical contracting.
2. Must be assigned to, and working in, the building at 1571 Lamberts Mill Rd, Westfield.
3. Effective communication skills for interacting with vendors and building staff.
4. Detail oriented in order to best address building issues.

Responsibilities:

1. Operation of the HVAC Controls for Univents, VAVs, and Boilers via a digital dashboard.
2. Analysis of the dashboard for HVAC issues.
3. Addressing HVAC issues that can be resolved via operation of the dashboard and communicating with HVAC vendors for issues which are beyond fixing through the dashboard.
4. Be the point of contact for HVAC issues which includes communicating with administration of the three schools at 1571 regarding HVAC items when necessary as well as receiving HVAC related input from administration of the three schools.
5. Keep the Business Administrator, or their designee, informed of HVAC matters as needed.

Board Approved: