

JOB TITLE	DEPARTMENT	REPORTS TO
Building Automation Specialist	Maintenance	Energy Manager

<b>Position No:</b> 81068	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> P22	<b>Date Approved:</b> 1/25/05
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 7/27/10; 5/30/18

JOB GOAL
Provides leadership and expertise in building automation systems and HVAC Operations to serve sites, control and reduce energy consumption.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High School Diploma or equivalent.</li> <li>2. Valid Florida Drivers License.</li> <li>3. Must have completed twenty-four (24) credits in HVAC, or a related field, or seven (7) years experience in A/C repairs/installation/controls systems.</li> <li>4. At least five (5) years experience on control systems.</li> <li>5. Knowledge of computerized work order systems.</li> <li>6. Experience in scheduling and preparing/managing budgets.</li> <li>7. Strong written and verbal communication skills (including presentation skills) and the ability to follow both verbal and written instructions and apply them in a productive manner.</li> <li>8. Meet EPA licensing requirements for reclamation.</li> <li>9. Ability to perform the functions of the position.</li> <li>10. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To schedule assignments to ensure that the automation system is properly maintained and operating correctly.</li> <li>2. To handle emergency service calls, as directed, during both regularly scheduled hours and after hours (as needed).</li> <li>3. To respond to emergency calls, checks indicated points of trouble, analyzes full requirements of system involved, and check and test system components. Diagnose trouble or defects; determine corrective action and repair system.</li> <li>4. To perform preventative maintenance and diagnostics on automation systems and their components.</li> <li>5. To test system readings, ensuring an optimal systems operation.</li> <li>6. To perform system upgrades as needed.</li> <li>7. To complete service repairs, replacements/adjustments/calibration on automated systems and its components by following maintenance, troubleshooting and installation instructions.</li> <li>8. To perform "system checkout" and assist in automation start-ups on new jobs. May coordinate electrical installation with electrical contractors at job sites, as required.</li> <li>9. To complete and submit written service reports covering all aspects of each assignment and activity.</li> <li>10. To complete required forms and submit to the manager.</li> <li>11. To provide technical support for all capital projects dealing with control systems.</li> </ol>

12. To deliver technical support, coaching and direction to end users and field personnel when applicable.
13. To handle over-rides and special programming, as needed.
14. To perform assigned tasks in a timely and efficient manner, with a high standard of quality.
15. To perform other work-related duties as assigned by the Energy Manager.

**PHYSICAL DEMAND CLASS:**

Very Heavy (VH) - Frequent lifting and carrying of objects weighing 50-100 pounds. Infrequent lifting and carrying of objects weighing in excess of 100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional 'walking at a fast pace and/or running may be required.

For the Position of: **BUILDING AUTOMATION SPECIALIST**  
**PDC Test Level: HEAVY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

**Job Specific Task I**

**Task Simulated:** Moving/handling equipment

**Equipment Used:** NIOSH Box weighted to 65 lbs.

**Description of Task Simulation 1:** The candidate will demonstrate ability to lift the 65 lb. box from the floor using the lower handles to carry move it 2-feet to then return it to the floor. This will be done for one (1) repetition.

**Job Specific Task II**

**Task simulated:** Lifting materials above waist

**Equipment Used:** Overhead lift box with side-bar handles weighted to 50 lbs.

**Description of Task Simulation 2:** The candidate will demonstrate ability to lift the 50 lb. box from the floor using the side handles to carry it for 20-feet, then lift it to shoulder height followed by returning it to the floor. This will be done for one (1) repetition.

**Job Specific Task III**

**Task simulated:** Ladder usage

**Equipment Used:** Step ladder

**Description of Task Simulation 3:** The candidate will demonstrate ability to climb up and down the secured ladder at a self-determined pace using 3-point contact for a total of 20 rungs climbed. This will be done for one (1) repetition.