



JOB TITLE	DEPARTMENT	REPORTS TO
Building Automation Technician	Maintenance	Energy Manager

Position No: 81070	Length of Work Year: 12 Months
Salary Schedule: CWN	Date Approved: 8/8/09
FSLA: Non-exempt	Date Revised: 7/27/10

JOB GOAL
To provide expertise in building automation systems and HVAC operations to serve sites, control and reduce energy consumption.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent.
2. Valid Florida Drivers License.
3. Must have completed twelve (12) credits in HVAC, or a related field, or four (4) years experience in A/C repairs/ installations/controls systems.
4. And at least three (3) years experience on control systems.
5. Knowledge of some type of computerized work order system.
6. Strong written and verbal communication skills and the ability to apply them in a productive manner.
7. Meet EPA licensing requirements for reclamation.
8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To demonstrate the ability to represent the Maintenance Department and the District in a cooperative and professional manner when working on a School site or dealing with the Public.
2. To handle emergency service calls, as directed, during both regularly scheduled hours and after hours (as needed).
3. To respond to emergency calls, check indicated points of trouble analyze full requirements of system involved, and check and test system components. Diagnose trouble or defects; determined corrective action on automation systems and their components.
4. Perform preventative maintenance and diagnostics on automation systems and their components.
5. Test system readings, ensuring an optimal systems operation.
6. Complete service repairs, replacements/adjustments/calibration on automated systems and its components by following maintenance, troubleshooting and installation instructions.
7. Complete required forms and submit to the manager.
8. Handle over-rides and special programming, as needed.
9. To perform assigned task in a timely and efficient manner, with a high standard of quality.
10. 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.