



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
HVAC Controls Manager	Maintenance	Director of Maintenance, Building Services, and Projects

<b>Position No:</b> 74025	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N28	<b>Date Approved:</b> 12/10/19
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

<b>JOB GOAL</b>
The position will coordinate energy management projects operation of mechanical and automation systems to reduce energy consumption and enhance indoor environmental conditions. The position will also supervise the specialist and technicians within the department.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. A degree in business management, engineering, or a license in related field desired.</li> <li>2. A minimum of 3 years successful experience in the building/construction trade.</li> <li>3. Experience in automation controls is desired.</li> <li>4. Certifications in Siemen, Trane or other control systems preferred.</li> <li>5. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To coordinate the planning, implementation, and evaluation of the energy management and indoor air quality programs.</li> <li>2. To assist in the compilation of research information for energy consumption analysis.</li> <li>3. To assist in the review and analysis of bids.</li> <li>4. To coordinate the scheduling of construction and renovation projects.</li> <li>5. To coordinate the process of cost estimating for construction projects.</li> <li>6. To coordinate and monitor construction/renovation projects undertaken by district ABS or HVAC personnel.</li> <li>7. To direct and inspect improvement and renovation work performed by outside contractors and verify that terms of all such contracts have been fulfilled before recommending final payment.</li> <li>8. To prepare required reports and maintain appropriate records.</li> <li>9. To perform assigned tasks in a timely and efficient manner.</li> <li>10. To perform assigned tasks with a high standard of quality.</li> <li>11. To perform other duties as assigned by the Supervisor.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.