

**Job Title:** Building Automation Systems Specialist  
**Department:** Physical Facilities & Maintenance  
**Reports To:** Maintenance Coordinator II  
**FLSA Status:** Non Exempt  
**Salary Schedule:** MN Lane 08



## **SUMMARY**

The Building Automation Systems Specialist is responsible for performing technical duties on building automation systems in WCSD. The BAS Specialist must be experienced in the installation, service, and repair of pneumatic and electronic building automation systems and must have experience with chiller & boiler systems, large fans, VFDs, VAV systems, motors and motor starters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Works on all types of HVAC control systems, pneumatic and electronic.

Operates DDC building automation systems such as: Honeywell, Siemens, Basys, and Trane using Windows-based computer programs.

Utilizes multi-meters and other instruments to troubleshoot and repair building control systems.

Converts old automation systems to newer ones.

Performs basic brazing and soldering.

Troubleshoots electric motors, starter panels, fans, VAV systems, and pumps.

Reads wiring diagrams and blueprints. Performs jobs from start to finish including, planning, designing, bidding, and cost estimating.

Works with engineers and architects to aid in the design of building automation systems.

Trains other staff members in the use, operation, and repair of building automation systems.

Services and repairs air compressors used in building control systems.

Monitors new construction projects to verify that control systems are properly installed and are working correctly. Relays information to engineers and WCSD Commissioning Agent relative to these systems.

Assists other maintenance staff members in the repair of district facilities when necessary.

Works with WCSD Energy Education Specialist on building schedules.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have knowledge of HVAC and Mechanical systems, basic building codes, electric codes, and plumbing codes.

Must have an independent work ethic, exercise good judgment, have the ability to maintain positive public relations, and be persuasive.

Ability to read and understand mechanical and electrical drawings.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Associate's degree (A.A.) or equivalent from two-year college or technical school; or a significant amount of specific experience and/or training; or equivalent combination of education and experience in HVAC controls.

Must have knowledge and experience with the following:

- ◇ VFDs and able to work on these systems
- ◇ Hydronic and steam heating systems and large chiller systems
- ◇ Trane, Honeywell, Siemens, and Basys building automation systems

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

A Utah DOPL Journeyman Electrician, Journeyman Plumber, or Master Plumber License preferred.

Must have and maintain a valid Utah Driver's License.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat throughout the workday. Workday may entail up to ten hours. The employee is frequently exposed to moving mechanical parts, darkness, cold, risk of electrical shock or burns from hot equipment, and mechanical vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Prepared By: <b>Maintenance &amp; Facilities Department</b>		Date: <b>06/22/2007</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>06/22/2007</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Executive Director, Physical Facilities &amp; Secondary Ed</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date: <b>01/18/2017</b>
		Date: <b>04/12/2017</b>
		Date:
		Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	