



Job Title: Commissioning Agent
Department: Physical Facilities
Reports To: Physical Facilities Director
FLSA Status: Exempt
Salary Schedule: EC lane 04

SUMMARY

The primary purpose of the Commissioning Agent is to implement start-up and commissioning documentation process for new and existing building operations; assist building construction, operations, and engineering in developing procedures for the installation and optimal operation of all major systems in buildings, including but not limited to, fire suppression, HVAC, BAS, plumbing and electrical (including AV, sound and intercom); educate district staff on system processes; work with project team to manage projects and building systems integration and operational designs, compatibility, and processes, to complete system operation in the most efficient and optimal manner.

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.*

Leads and manages commissioning projects on new and existing buildings, recommissioning and retro-commissioning.

Implement and manage asset inventory programs on new and existing buildings.

Performs design reviews of all major systems in buildings, including but not limited to, fire suppression, HVAC, BAS, plumbing and electrical systems.

Conducts scheduled site visits based on job progression to review installation of plumbing, HVAC, and control systems.

Identifies and documents recommendations or deficiencies to the project team.

Assists field personnel with pre-start up inspections to ensure equipment startup is performed correctly and cost effectively.

Reviews startup documentation to ensure startup is performed correctly in order to minimize cost and equipment failures due to improper startup procedures.

Performs and documents systems functional performance tests for each system to ensure proper operation and compliance with the project documents.

Provides technical support troubleshooting in resolving any unforeseen issues with equipment or systems.

Reviews subcontractor's scope and performance for deficiencies and generates corrective actions as necessary.

Leads in commissioning meetings and presentations to contractors and school officials.

Performs field inspections, system startups, test & balance reviews, and functional performance tests.

Works with contractors to resolve issues that will arise during construction.

Manages technical quality, accuracy, and managerial aspects of multiple projects.

Manages and monitors personal time management on projects.

Maintains accurate records of project activities.

Performs technical report writing.

Communicates with other staff members including engineers, administration staff, maintenance staff and Physical Facilities Director to solve problems or make changes to systems.

Reviews and tracks building specifications and drawings to verify that all building systems have been installed properly and are operating correctly.

Creates startup checklists for mechanical, electrical, building automated, and plumbing systems and verifies that lists are being completed accurately.

Optimizes building systems operations through evaluation of system resources utilization, feedback, and tracking.

Advises, assists, and makes recommendations to the Physical Facilities Director on optimization efforts, progress, and effectiveness measures.

Manages the implementation and development of efficient operations procedures and training.

Works with building and maintenance personnel on proper operation of the systems and equipment.

SUPERVISORY RESPONSIBILITIES

This job may require supervisory responsibility as directed by the Physical Facilities Director.

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 experience working with word processing, databases, spreadsheets, and presentations.

Must have an independent work ethic and exercise good judgment in implementation of policy.

Ability to maintain favorable public relations.

Ability to analyze and interpret technical data and communicate it to non-technical individuals.

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A four-year degree from an accredited university or college in electrical or mechanical engineering and three or more years of experience in building commissioning to include testing and validation of large mechanical and electrical commercial systems.

--OR--

Five (5) or more years of verified experience preferred in building commissioning to include education and training in testing and validation of large mechanical and electrical commercial systems.

CERTIFICATES, LICENSES, REGISTRATIONS

CBCP (Certified Building Commissioning Professional) Certificate is preferred.

If not certified, candidates will have 36 months to complete the CBCP certification process.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

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, sit, and talk or hear; use fingers and hands to handle; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to read various forms of written materials and must be able to recognize different signs and symbols.

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 will perform work an average of 20% in an office and 80% in the field, sometimes working in confined spaces when required. The employee must travel out-of-town for training and meetings outside of school hours.

The noise level in the work environment is usually moderate.

Prepared By: Executive Director, Human Resources		Date: 05/31/2016
Approved By: Executive Director, Human Resources		Date: 06/01/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Physical Facilities Director
		Date: 09/06/2023
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		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:	