

Job Title: Technician – Energy Management
Control Systems



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 12

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to establish objectives and develop, design, and implement software programs for the purpose of using the School District's Energy Management Systems to full capacity.

ESSENTIAL JOB FUNCTIONS

- Monitors facilities currently on the DDC network in regard to energy management on a daily basis.
- Ensures chiller and boiler plant functionality.
- Calibrates all energy management equipment to ensure it is working to design specifications.
- Maintains daily temperature controls and installs new controls, when needed.
- Reports all issues concerning equipment and controls that are not functioning correctly to the Maintenance Department, i.e., Construction/Maintenance Supervisor HVAC Operations.
- Assists the Maintenance Department in becoming proactive with the preventive maintenance program by identifying equipment and controls that are not functioning correctly.
- Programs each school and District network facility to minimize running time of energy equipment, ensures indoor air quality levels are met, and HVAC needs are met.
- Assists maintenance personnel with technical aid and support, including job site visits as problems occur with energy management equipment.
- Works closely with school administrators to achieve a safe and healthy learning and working environment for both students and faculty.
- Implements set point changes to maintain acceptable environmental conditions in all classrooms.
- Updates software and technical advances to ensure that maintenance personnel have the latest technical information.
- Establishes objectives for energy management and develops, selects, designs, and implements programs to accomplish objectives

- Coordinates and collaborates with District staff, school administrators, and maintenance personnel to achieve a safe and healthy learning and working environment for both students and workers using the energy management system to its full capacity.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Director informed of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing the department/District budget and monitors its implementation.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Utilizes appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivery services, and evaluation of services provided.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Facilitates problem solving by individuals or groups.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent, plus one (1) year additional education.
- Minimum of five (5) years of work-related experience.
- Experience in the use of energy management systems in the school facilities setting, including proficiency in the use and application of Windows software, spreadsheets, word processing, and database applications.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display skills necessary to operate the software associated with the Barber-Colman Network 8000, Niagra, and all related DDC Energy Management Control System and programming skills necessary to make changes in software.
- Requires the ability to work independently.
- Requires the ability to plan, organize, and monitor all DDC control systems operated by the School District.
- Requires the ability to display extensive knowledge and total understanding of HVAC operations, i.e., heating, ventilation, and air conditioning equipment control sequences and all other associated components.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.

- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to maintain inventory/property management.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned division.

PHYSICAL DEMANDS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: mental acuity, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: