

# Auburn University Facilities Management Policy

## Training, Education & Certification Requirements for Mechanical and Electrical Trades Personnel

I. **PURPOSE:** The purpose of this policy is to detail the training, education, and certification requirements for mechanical and electrical trades positions within Facilities Management for the purposes of both hiring and promotion.

### II. **POLICY MANAGEMENT**

***Responsible Office:*** Auburn University Facilities Management

***Responsible Executive:*** Associate Vice President, Facilities Management

***Responsible Officer:*** Executive Director Facilities Operations, Facilities Management

III. **APPLICABILITY:** This policy applies to personnel in, or to be hired into, the following job series:

- A. Tech I, II, III HVACR
- B. Plumber I, II, III
- C. Electrician I, II, III
- D. Tech I, II, III Plant Operations
- E. Tech I, II Control Systems

### IV. **DEFINITIONS**

- A. **AUFM:** Abbreviation for "Auburn University Facilities Management.
- B. **Certifications and Licenses:** Certification and licensing is a formal process of making certain that an individual is qualified in terms of particular knowledge, skills, or expertise. Certification and licensing programs are often fostered or supervised by some certifying agency, such as a professional association. An example of such a certification or license is a State of Alabama Journeyman's Plumber License.
- C. **Education:** Educational requirements generally represent the formal education from a technical school, college or university required to be hired into a position. Examples would include technical certificates, associates degrees, or bachelor degrees.

- D. Job Series: A set of positions with related job titles that have progressively higher levels of impact, knowledge, skills, abilities (competencies), and other factors, providing for promotional opportunities over time. For example, the various positions for an electrician (Electrician I, II, and III) represent a job series.
- E. Job Grade: Job grade associates pay with particular levels of education, experience and skills. The job grade determines the pay range of a position and the pay of an employee.
- F. Training: Training requirements represent the instruction provided to Facilities Management employees during their career to develop additional skills, knowledge, and competencies related to the individual's job. The purpose of training is to improve an employee's ability to execute the mission of Facilities Management. For the job series covered under this policy, personnel seeking to be promoted will be required to complete a significant amount of training prior to being eligible for promotion to the next higher grade in their job series.
- G. CEU: A continuing education unit (CEU) or continuing education credit (CEC) is a measure used in continuing education programs.
- H. Hours: Hours for the purposes of training are based on course approved contact hours. For example: Intro to Valves is from 9:30 – 11:30 thus when completed represents 2 hours in training.
- I. Qualification Record: A form used to document that the employee has demonstrated and met the requirements in their particular field of expertise to advance to the next level. Items outlined in the form are relevant and directly related to the required knowledge, skills, and abilities identified in the appropriate job description.

## V. BACKGROUND:

The sophistication of HVAC, refrigeration, plumbing, electrical and control systems in Auburn University buildings as well as campus utility plants and distribution systems is increasing at a rapid pace. These systems improvements require the Facilities Management mechanical and electrical trades personnel to stay abreast of the technological advances in the systems which they install, maintain and repair.

In an effort to increase technical ability of the Facilities Management mechanical and electrical trades personnel and to increase the professionalism of the workforce, an increased emphasis is being placed on training and achieving industry recognized certifications that validate the skill level of our personnel.

**VI. POLICY**

- A. General: This policy sets the education, training, and certification requirement for personnel to be hired into or promoted from one grade to the next higher graded position within one of the job series listed in Section III of this policy.
- B. Requirements for Hiring: Candidate personnel to be hired into one of these positions shall meet the experience, education and certification requirements as set forth in the applicable job description as well as the appendix of this policy for that job series and grade. See Section VII of this policy.
- C. Requirements for Promotion to a Higher Grade in the Job Series: Auburn University Facilities Management personnel seeking to be promoted to a higher graded position within their job series shall meet the experience, training and certification requirements as set forth in the applicable job description as well as the appendix of this policy for the higher position. See Section VII of this policy.
- D. Equivalency of Education and Experience: For all positions covered in this policy, education and experience can be substituted as outlined in the specific job descriptions

**VII. Job Summary, Training, Education, Experience and Certification Requirements:**

- 1. The Job Summary , education, experience and certification requirements are detailed in the job descriptions located on the Auburn University website.
- 2. Training requirements are located in the following appendices:

- Appendix A: Tech I, II, III HVACR
- Appendix B: Plumber I, II, III
- Appendix C: Electrician I, II, III
- Appendix D: Tech, I, II, III Plant Operations
- Appendix E: Tech I, II Control Systems

**VIII. EFFECTIVE DATE September 2018**

**IX. APPROVAL**

Soren Alls  
Responsible Officer

09/01/18  
Date

Dud Pi  
Associate VP, Auburn University Facilities Management

09/01/18  
Date

## Appendix A

**Training Requirements to be Promoted from Within Facilities Management: University employees must meet the following requirements to be reclassified.**

1) Tech I, HVACR

- a) Training: Technical/Vocational School Training in Heating, Ventilating and Air Conditioning Systems, Refrigeration, Building Control Systems or related Fields of study is preferred. Must have "meets expectations" or above in most recent end of year performance appraisal. Must have completed the Tech I, HVACR qualification record.
- b) Certificates/Licenses: see Job Description.

2) Tech II, HVACR

- a) Training: Must have completed 200 hours of training in the areas of HVAC systems and equipment, Basic Electricity, Motors, Digital Systems, Control Systems, Project Management, Leadership/Supervision. Must have completed the Tech II, HVACR qualification record. Must have "meets expectations" or above in most recent end of year performance appraisal.
- b) Certifications/Licenses: See Job Description.

3) Tech III, HVACR

- a) Training: Must have completed 200 hours of training (in addition to the training completed for the Technician II) in the areas of HVAC systems and equipment, Basic Electricity, Motors, Digital Systems, Control Systems, and Leadership/Supervision. Must complete approved training course in Project Management. Must have completed the Tech III, HVACR qualification record. Must have "meets expectations" or above in most recent end of year performance appraisal.
- b) Certifications/Licenses: See Job Description

## Appendix B

**Training Requirements to be Promoted from Within Facilities Management: University employees must meet the following requirements to be reclassified.**

1) Plumber I

- a) Training: Technical/Vocational School Training in plumbing systems is preferred. Must have "meets expectations" or above in most recent end of year performance appraisal. Must have completed the Plumber I qualification record
- b) Certifications/Licenses: None

2) Plumber II

- a) Training: Must have completed 200 hours of training in the areas of Plumbing systems and equipment, HVAC systems and equipment, Basic Electricity, Motors, Digital Systems, Control Systems, Project Management, Leadership/Supervision. Must have completed the Plumber II qualification record. Must have "meets expectations" or above in most recent end of year performance appraisal.
- b) Certifications/Licenses: See Job Description

3) Plumber III

- a) Training: Must have completed 200 hours of training (in addition to the training completed for the Technician II) in the areas of Plumbing systems and equipment, HVAC systems and equipment, Basic Electricity, Motors, Digital Systems, Control Systems, and Leadership/Supervision. Must complete approved training course in Project Management. Must have completed the Plumber III qualification record. Must have "meets expectations" or above in most recent end of year performance appraisal.
- b) Certifications/Licenses: See Job Description

## Appendix C

**Training Requirements to be Promoted from Within Facilities Management: University employees must meet the following requirements to be reclassified.**

1) Electrician I

- a) Training: Technical/Vocational School Training Preferred in Electrical Technology, Electrical Construction, Digital Electronics or similar fields related to electrical systems. Must have “meets expectations” or above in most recent end of year performance appraisal. Must have completed the Electrician I qualification record.
- b) Certifications/Licenses: None

2) Electrician II

- a) Training: Technical/Vocational School Training: Must have completed 200 hours of training in the areas of Advanced Electricity and Electrical Components, Motors and Motor Controllers, Digital Systems, Programmable Logic Controllers, Fire Alarms, Control Systems, HVAC systems and equipment and Leadership/Supervision. Must have completed the Electrician II qualification record. Must have “meets expectations” or above in most recent end of year performance appraisal.
- b) Certifications/Licenses: See Job Description

3) Electrician III

- a) Training: Must have completed 200 hours of training (in addition to the training completed for the Technician II) in the areas of HVAC systems and equipment, Basic Electricity, Motors, Digital Systems, Control Systems, and Leadership/Supervision. Must complete approved training course in Project Management. Must have completed the Electrician III qualification record. Must have “meets expectations” or above in most recent end of year performance appraisal.
- b) Certifications/Licenses: See Job Description

## Appendix D

**Training Requirements to be Promoted from Within Facilities Management: University employees must meet the following requirements to be reclassified.**

### 1) Tech I, Plant Operations

- a) Training: Vocational/technical training in Heating, Ventilating and Air Conditioning Systems, Refrigeration, Building Control Systems, Electrical Construction, or Plumbing is preferred. Experience and education of external job candidates will be assessed as part of the hiring/selection process. Must have completed Tech I Plant Operations qualification record with in the first 90 days of employment. Must have “meets expectations” or above in most recent end of year performance appraisal.
- b) Certifications/Licenses: See Job Description

### 2) Tech II, Plant Operations

- a) Training: Must have completed 200 hours of training in the areas of HVAC systems and equipment, Boiler systems and equipment, Basic Electricity, Motors, Digital Systems, Control Systems, and Leadership/Supervision. Must have “meets expectations” or above in most recent end of year performance appraisal. Must have completed Tech II, Plant Operations qualification record.
- b) Certifications/Licenses: See Job Description

### 3) Tech III, Plant Operations

- a) Training: Must have completed 200 hours of training (In addition to the training completed for Technician II) in the areas of HVAC systems and equipment, Boiler systems and equipment, Basic Electricity, Motors, Digital Systems, Control Systems, and Leadership/Supervision. Must complete approved training course in Project Management. Must have “meets expectations” or above in most recent end of year performance appraisal. Must have completed Tech III, Plant Operations qualification record.
- b) Certifications/Licenses: See Job description

## Appendix E

### **Training Requirements to be Promoted from Within Facilities Management: University employees must meet the following requirements to be reclassified**

#### 1) Tech I, Control Systems

- a) Training: In addition to the training required for HVAC, Electrician, Plumber or Plant Operations Technician III positions, Control Technician I's must have completed a minimum of 10 CEUs of course material from the Johnson Control Institute in the areas of Automation Systems or HVAC Industry Courses, or the equivalent training from other control system manufacturers or technical schools. Must have completed the Tech I, Control Systems qualification record. Must have "meets expectations" or above in most recent end of year performance appraisal.
- b) Certifications/Licenses: See Job Description

#### 2) Tech II, Control Systems

- a) Training: In addition to the training required for Control Technician I position, candidates for promotion to a Control Technician II position must have completed a minimum of 10 CEUs of course material (In addition to the completed CEU's for Tech I, Control Systems) from the Johnson Control Institute in the areas of Automation Systems or HVAC Industry Courses, or the equivalent training from other control system manufacturers or technical schools. Must have completed the Tech II, Control Systems qualification record. Must have "meets expectations" or above in most recent end of year performance appraisal.
- b) Certifications/Licenses: See Job Description