AUBURN
Human Resources

Tech I, Controls Systems

Job Description

JOB INFORMATION

Job Code	ND16
Job Description Title	Tech I, Controls Systems
Pay Grade	ST14
Range Minimum	$50,890
33rd %	$61,070
Range Midpoint	$66,150
67th %	$71,240
Range Maximum	$81,420
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/12/2019

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Installs, operates, repairs, performs maintenance, and monitors hardware and software for building control and monitoring systems, including electronic, electric and pneumatic controls for heating ventilation, air conditioning (HVAC), lighting, utility metering and other building control systems.

RESPONSIBILITIES

- Installs, tests, maintains, calibrates and troubleshoots existing and new control systems, including analog, digital, and pneumatic systems, metering devices, variable frequency drives, control devices and components, and other related control devices. Uses testing and calibration instrumentation and equipment to evaluate system performance and diagnose problems. Evaluates test data and recommends needed repairs, modifications, and replacements.
- Develops application programming to be entered into existing building automation control systems, lighting control systems and other microprocessor based control systems and software programs. Programs building control systems to implement scheduled operations for daily use including routine and special scheduling for campus spaces.
- Tests and analyzes the operation of building HVAC systems and major equipment such as boilers, chillers, lighting systems, etc. and determines operating conditions and efficiencies. Measures and records HVAC system specifications and performance values such as air flow, static pressure, voltage, amperage, and power. Makes recommendations for system repairs, renovations, modifications, retrofits, or replacements.
- Analyzes and documents the design, application and condition of existing HVAC control systems. Develops and analyzes control strategies for the replacement or modification of existing controls systems, and the design of new control systems. Tests and evaluates new and different types of controls and energy conserving products.
- May be responsible for meeting and maintaining training and certification requirements as outlined by the Auburn University Facilities Management Policy: "Training, Education, and Certification Requirements for Mechanical and Electrical Trades Personnel".
- May be required to serve in an on-call status and remain work-ready when scheduled for an on-call period or rotation. Work-ready status requires an employee to return to the worksite within forty-five minutes while being physically and mentally unimpaired and fit for duty, able to safely perform all essential job functions with no risk to self, coworkers, students, public, or property.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	Associates degree in control systems, heating, ventilating or air conditioning (HVAC), electrical, digital electronics, energy managed or related degree.	and	10 years of	experience working in control systems. Three years of which must have been at the HVAC, Electrician, Plumber, or Plant Operations Technician III level or equivalent.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of HVAC, electrical, plumbing, utility plant, or high voltage distribution systems at the HVAC, Electrician, Plumber, Plant Operations, or High Voltage Electrician skills at the Technician III level.	
Knowledge of building automation systems, building systems control components, digital electronics, Direct Digital Control (DDC) systems and components, pneumatic control systems and components, control theory, and expertise in energy management systems.	
Ability to program and modify control sequences for HVAC, Electrical, or Utility system control equipment.	
Ability to program building control systems to implement scheduled operations for daily use, including routine and special scheduling for campus spaces.	
Ability to solve complex HVAC/energy control problems.	
Ability to install, operate, repair, troubleshoot, calibrate, adjust, replace and monitor electronic, electric and/or pneumatic building control systems for HVAC, lighting, fume hood and laboratory systems and utility metering; including adjusting complex HVAC systems and making necessary corrections to match building and occupant requirements for campus buildings.	
Ability to troubleshoot, debug, monitor, and revise software for building control systems including HVAC, utility meters, lighting, Internet addressable thermostats and other Smart Building technologies. Use equipment to take flow and pressure measurements for air and water HVAC systems.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking			X			
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold					X
Extreme heat					X
Humidity					X
Wet					X
Noise					X
Hazards					X
Temperature Change					X
Atmospheric Conditions					X
Vibration					X

Vision Requirements:

Ability to see information in print and/or electronically.