

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## HVAC Building Automation Systems Technician

### Position Description

**LOCATION:** Maintenance Office

**JOB CATEGORY:** Professional Support

**PAY GRADE:** Grade 37

**FSLA:** Non - Exempt

**IMMEDIATE SUPERVISOR:** Director of Maintenance

#### **GENERAL DEFINITION AND CONDITIONS OF WORK**

To supervise and participate in the operations, preventive and corrective maintenance of the HVAC System.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Maintenance of HVAC Controls through computer programming equipment in all school and administrative buildings within WCPS
- Makes rounds through buildings to check spaces and equipment
- Receives complaints from faculty, administration and staff concerning the temperature in their classrooms or offices.
- Investigates concerns, implements corrective action, and communicates with staff
- Keeps labor/material records for assigned tasks.
- Reviews logs on operating equipment, water treatment, fuel oil treatment and oil deliveries
- Inspects equipment and fills out work requests on deficiencies
- Estimates material requirements to complete assigned tasks
- Responsible for designing and programming activities utilizing direct digital controls and automation systems for comfort control and energy savings
- Responsible for the sequence of operations which meet the project requirements
- Responsible for programming, commissioning, graphic development, test, and startup
- Responsible for installing, diagnosing, repairing, and programming HVAC

equipment

- Determines need for major or emergency repairs with consideration for safety, speed and economy
- Provides technical support to other team members
- Provides on-the-job training for new employees and trainees
- Coordinates work done by contract as pertaining to utility systems
- Performs snow removal functions as directed
- Responds to emergency calls as necessary
- Completes other tasks as assigned by the Director of Maintenance

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have the ability to follow oral and written directions. Must have the ability to establish and maintain effective working relations with co-workers, supervisor, administrators, and school-community members.

### **EDUCATION AND EXPERIENCE**

- High School graduation or equivalent combination of training and experience
- 5+ years industry experience in the operation and maintenance of HVAC systems are necessary. One year of supervisory experience is desirable.
- Certified in Tridium AX
- Must have skills needed to accomplish HVAC control repairs as required
- Demonstrates ability to interpret blueprints and/or engineering specifications
- Familiarity with new construction, renovation/retrofit, and service project management
- Experience and knowledge of installation of building automation systems
- Experience with the operation of energy management systems, HVAC systems, and temperature controls
- General technical competence with computer hardware and software

### **SPECIAL REQUIREMENTS**

Candidate must possess good moral character and is expected to be a role model, in and out of school. Candidate must possess a valid Virginia driver's license with the ability to obtain a commercial driver's license. Candidate must be able meet the criteria to be on the WCPS approved drivers' list. Prepares and maintains operational reports and records. May be required to work rotating shifts to provide adequate coverage. Functional supervision is exercised over anyone assigned to assist with tasks that require more than one person.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in, but not limited to the division maintenance department and in schools throughout the division.

Frequent walking, standing, lifting, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required. Work is typically performed walking or standing. The environment also exposes the employee to potentially hazardous substances. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for diagnosing and repairing maintenance and mechanical problems; the worker is subject to inside and outside environmental conditions, noise and hazards.

**EVALUATION**

The Director of Maintenance will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.