



## **JOB TITLE: BUILDING AUTOMATION SYSTEMS TECHNICIAN**

Classification: Classified  
Salary Range: 41

Retirement Type: PERS\*  
Board Approved: May 17, 2010

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### **BASIC FUNCTION:**

Under direction of the Facilities Systems Supervisor or assigned administrator, manage and administer a campus-wide computerized energy management system and a building automation system.

### **REPRESENTATIVE DUTIES:**

Perform daily system administration of several software applications for building control systems. Monitor and control HVAC equipment, set schedules and define energy saving practices on campus.

Perform upgrades and modifications to system software and building automation system equipment at the application and equipment level.

Maintain the campus scheduling of equipment for on/off start times, temperatures, records of equipment performance, troubleshooting of equipment failure.

Maintain preventative maintenance and repair records for all building automation system equipment.

Consult with campus staff and vendors on problems related to hardware, software or network communication functions.

Work closely with campus HVAC, plumbing and electrical services personnel.

Work closely with all members of the college community on issues related to building automation systems.

Review current campus-wide energy usage and where appropriate recommend modifications for more efficient energy usage.

Assist in the development and implementation of the campus energy management program and building automation systems.

Assist in the identification, preparation and recommendation of energy cost reduction opportunities.

Review and remain current and knowledgeable on state of the art energy conservation methods and equipment.

Perform other related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Graduation from high school or G.E.D. equivalent, supplemented by technical course work or training in heating, ventilation, air conditioning systems and controls and computer programming and four years progressively responsible experience operating and repairing HVAC systems and

controls, and operation of a computer operated automated building management system; or an equivalent combination of training and experience. Must have experience with systems such as Tridium and Lonworks or equivalent.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Automated building management systems, energy conservation equipment and related components.

Power loads and potential for reducing loads.

HVAC systems and controls.

Energy conservation techniques and practices with specific applications to large buildings.

Safe and proper use of materials, tools, and equipment used in the installation, repair and maintenance of energy systems.

Building control functions.

Health and safety laws and regulations.

Shop mathematics.

Software applications, including spreadsheet systems.

Abilities/Skills:

Coordinate an energy conservation program.

Coordinate on/off schedules, maintenance, and repair of equipment for optimum energy management.

Analyze and document the effects of systems and operational changes on utility consumption.

Operate and troubleshoot equipment used in energy management.

Utilize a variety of software applications, their administration and management.

Establish and maintain effective working relationships with those encountered in the course of work.

Evaluate alternative approaches and effective solutions.

Prepare accurate and detailed written material and administrative reports.

Maintain and work from technical manuals, specifications, drawings and other information related to applicable energy conservation equipment.

Exercise sound, independent judgment and initiative within established guidelines.

Use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems.

Deal with changing, intensive deadlines.

Work independently with little direction.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Maintain insurability under the District's vehicle insurance policy is required.

Creatively develop graphs and charts.

Interact with District management, staff and others encountered in the course of work.

Recognize and see warning signs, obstacles and/or hazardous conditions.

Licenses or Other Requirements:

A valid California driver's license.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outdoor/indoor work environment.

Exposure to high temperatures.

Exposure to condensation and wetness.

Exposure to high volume noise.

Frequent standing for prolonged periods of time.

Office conditions; noise level is usually quiet.

Occasional crouching, squatting and kneeling for prolonged periods of time.

Frequent moving around in tight spaces.

Occasional climbing ladders.

Frequently reaching above shoulder level with hands and arms.

Hand and finger dexterity to grasp, handle and twist various tools and equipment.

Occasional installation of various electrical components.

Stand and talk or hear; walk or sit.

Occasionally work up to heights of 50 feet.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Lift and move up to 50 pounds and occasionally over 75 pounds.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.