

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

TECHNICIAN II – ENERGY MANAGEMENT CONTROL SYSTEMS

QUALIFICATIONS:

- (1) High School Diploma or equivalent, plus one (1) year additional education.
- (2) Minimum of six (6) years of work-related experience.
- (3) 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.
- (4) 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:

Must have skills necessary to operate the software associated with the Barber-Colman Network 8000 Energy Management Control System and programming skills necessary to make changes in software. Ability to work independently. Ability to plan, organize and monitor. Must have extensive knowledge and total understanding of HVAC (heating, ventilation and air conditioning) equipment control sequences and all other components of a hydronic system.

REPORTS TO:

Mechanical Engineer

JOB GOAL

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.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Monitor facilities currently on the network in regard to energy management on a daily basis.
- * (2) Calibrate all energy management equipment to ensure it is working to design specifications.
- * (3) Report equipment not working properly to the Maintenance Department via work order or call to the dispatcher.
- * (4) Assist the Maintenance Department in becoming proactive with the preventive maintenance program by identifying equipment that needs attention.

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- * (5) Program each school and District network facility to minimize running time of energy equipment, ensure indoor air quality levels are met and HVAC needs are met.
- * (6) Assist maintenance personnel with technical aid and support, including job site visits as problems occur with energy management equipment.
- * (7) Work closely with school administrators to achieve a safe and healthy learning and working environment for both students and faculty.
- * (8) Implement set point changes to maintain acceptable environmental conditions in all classrooms.
- * (9) Update software and technical advances to ensure that maintenance personnel have the latest technical information.
- * (10) Establish objectives for energy management and develop, select, design, implement programs to accomplish objectives

Inter / Intra-Agency Communication and Delivery

- * (11) Coordinate and collaborate 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.
- * (12) Respond to inquiries or concerns in a timely manner.
- * (13) Keep the Director informed of potential problems or unusual events.
- * (14) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- * (15) Keep well informed about current trends and best practices in areas of responsibility.
- * (16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (17) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (18) Develop or assist in developing the department / District budget and monitor its implementation.
- * (19) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (20) Represent, consistently, the District in a positive and professional manner.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (22) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivery services and evaluation of services provided.
- * (23) Set high standards and expectations for self and others.
- * (24) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (25) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 12

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002