BUILDING AUTOMATION SPECIALIST

Job Title:	Building Automation Specialist	**Related Organization Chart**
Initial:	January 8, 2008	
Revised:	April 9, 2015	
Work Year:	261 Days	
Office:	Operations	
Department:	Facilities	
Reports To:	Director of Facilities	
FLSA Status:	Exempt	
Pay Range:	Professional/Technical Range 2	

Director of Facilities

Building Automation Specialist
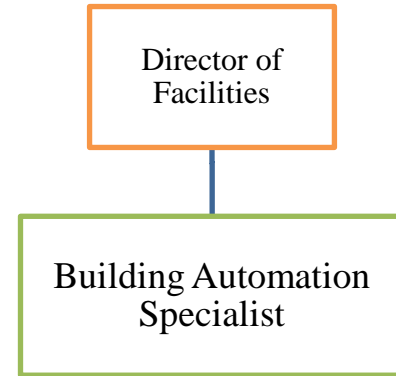
SUMMARY: The Building Automation Specialist performs installation and maintenance services on all types of control systems associated with commercial building automation, including information technology, safety, security, energy management, digital, electronic, electro-mechanical, and pneumatic. Tests, troubleshoots, diagnoses and repairs all types of building automation system equipment and software as detail above.

ESSENTIAL DUTIES & RESPONSIBILITIES
The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary.

- Performs building automation system start up and commissioning on digital, electronic, mechanical and pneumatic control installations.
- Develops, installs, and maintains all types of DDC networks.
- Performs project installations including design review, coordination, hands on install of building automation systems.
- Reviews, develops and implements procedures for acceptance of completed work with contractors
- Develops and updates control drawings using various software, including drafting and word processing programs
- Works with the Director of Facilities to develop and implement district building automation standards to include, but not be limited to, equipment sequencing, network access and DDC network security measures, accepted network types, and work practices.
- Maintains a database and control drawing libraries to be available on the district intranet and internet web sites for all HVAC technicians and approved contractors.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides support and coordination regarding daily work as well as projects involving the IT, HVAC, safety, security, energy management and grounds functions.
- Provides training for HVAC technicians on various control systems, sequences, and equipment of installed systems.
- Provides training for building managers to use building automation systems
- Recommends improvements to the DDC network infrastructure and energy management strategies
- Coordinates with the IT department to troubleshoot connection and communication issues.
- Performs other related duties as assigned.

QUALIFICATIONS
The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:
- Preferred: Associate's degree in a closely related technical field from an accredited program, or
- Required: High school diploma plus specialized training in building automation systems after high school

Experience:
- Ten years of overall experience working with building automation systems consisting of technical experience repairing, performing maintenance, installing, modifying, calibrating, certifying, or fabricating equipment and facilities related to the work assignment
- Three years of experience in low voltage or HVAC equipment installation and repair
- Five years of experience working with fire and electrical systems

Skills & Knowledge:
- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills
- Ability to read and understand construction drawings, and specifications
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to maintain excellent attendance
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Ability to analyze trended data of energy, safety/security and HVAC equipment systems to trouble shoot and repair various system components
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point
- Extensive knowledge of security, fire, HVAC, safety, electrical, low voltage and control/interlock wiring systems
- Knowledge of applicable building and electrical codes
- Must be proficient with programming in supervisory software
- Ability to operate, maneuver and/or control the actions of electric and gas powered service equipment,

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hand-held diagnostic tools specific to the trade, and standard mechanics tools

Certificates, Licenses, & Registrations:
- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS
The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands:
While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment:
While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions and vehicle vibration.

Mental Functions:
While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.