

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Electronics Technician Building Control Systems

GENERAL DESCRIPTION

The essential function of the position within the organization is to use technology to monitor and control the District's utility consumption in a manner that produces an acceptable atmosphere for learning while achieving reduced utilization and conservation where possible.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Operate the District's technology including the building controls system and Facility Department work order system to operate District buildings' equipment to optimize comfort and savings.

Perform hardware and software support of the District's building control system. This includes repairs due to lightening, physical damage, power outages, and device failure.

Maintains building control system so that all devices function and correctly display in graphical representations.

Troubleshoots and replaces devices as needed.

Makes additions to the building control system and graphical displays to enhance usability.

Pulls wire and terminates devices and circuits in the repair, modification, and upgrade of the District's building control system.

Works in conjunction with District HVAC mechanics to operate the District's HVAC equipment.

Checks each facility each morning of operation to confirm HVAC equipment is operating correctly.

Works in conjunction with District HVAC mechanics to schedule special District's HVAC equipment including special after hours events.

Gather and input data into building utility monitoring program similar to Energy Star's Portfolio Manager.

Maintain and manage data to provide required Facility Department Benchmarking reports in keeping with industry best practices and Facility Department Plan.

Assists in the detection of and resolution of Indoor Air Quality problems.

Operates District HVAC equipment to promote healthy indoor air quality based on industry standards and best practices.

Recommends system upgrades including software to keep district building control and utility tracking systems working at optimum levels.

Works with District staff and outside contractors in the resolution of HVAC system problems involving the building control system.

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Maintains current knowledge of building control and monitoring systems and their components.

Accurately and promptly documents labor hours and materials expended on assigned tasks.

Oversees and ensures the proper completion of assigned work involving other district staff or contractors.

Safely operate and work from ladders, scaffolding, platforms, and personnel lifts.

Identifies and reports repair needs and safety discrepancies when observed at facilities.

Maintains accountability and inventory of assigned tools and equipment.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations. Extensive

Use of data to interpret building operations.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Takes direction or supports others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires significant responsibility for achieving major economies or preventing major losses through the operation of the District's facilities.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, measurement, division, logical operations, and programming.

Communications Requirements:

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“Communications” involves the ability to read, write, and speak.

Reads well, reads directions, speaks English, prepares reports in electronic and printed format.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving electronic devices, troubleshooting, data management, and light programming. Requires normal attention with moderate to long periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles electronic devices, tools, equipment, or work aids involving specific need in attainment of standard or judgment in selecting appropriate items.

Must be capable of correctly using computer interfaces, laptops, application programs, electronic diagnostic equipment including volt/ohm meters to perform job duties.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for the safety and health of others and /or for the occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

High school diploma or equivalent.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Florida class E driver’s license

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Factory Control System or Energy Star Portfolio
Manager training certification preferred.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Three years verifiable experience as a building control system technician.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis and exceptional dexterity and skill in operating machinery, tools, or office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

Outdoors/indoors, cold, heat, noise, vibration, hazards, atmospheric conditions, oils

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Assistant Director

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Supervises:

No supervisory duties

PAY GRADE: From: M1S00 To: M1110

Number of Months: Number of Days: Hours:

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016