

JOB DESCRIPTION

TITLE: HVAC CONTROL TECHNICIAN

Having a strong background on boilers, chillers, heating, ventilation and air conditioning systems, with both electronic and pneumatic controls, you will operate, maintain and program the Salt Lake Community College building automation system. SLCC uses a Johnson Controls web based BAS program on all college campuses to ensure HVAC equipment is operated efficiently and to create a comfortable environment for students, faculty and staff to learn, teach and support.

CLASSIFICATION: HVAC CONTROL TECHNICIAN 1

EDUCATION REQUIREMENTS:

- High school diploma or GED
- 0-2 years' experience with Building automation HVAC systems
- Basic knowledge of electric controls and DDC's
- Be familiar with the Johnson Controls Metasys system

EXPERIENCE REQUIREMENTS:

- Have an understanding of basic HVAC operation, e.g. boilers, chillers, pumps and fan systems
- Needs to be familiar with a preventative maintenance and work order system and understand the importance of its use.

SPECIFIC JOB LEVEL REQUIREMENTS:

- Install basic wiring and controls.
- Complete and close out Work Orders in the CMMS, enter time worked and materials used. Track all work and time in CMMS.
- Maintain sensors, thermostats, controllers, valves, actuators, and other HVAC control related equipment.
- Assist other HVAC Control Technicians.
- Other duties as assigned.

CLASSIFICATION: HVAC CONTROL TECHNICIAN 2

EDUCATION REQUIREMENTS:

- Must meet all requirements of a HVAC Control Technician 1.
- Needs to have 2-4 years' experience with computer control of HVAC systems.
- Must have 2 Building automation control classes preferably Johnson Controls or SkySpark.

EXPERIENCE REQUIREMENTS:

- Same as HVAC Control Technician 1
- Must have worked on and have knowledge of electronic and pneumatic controls, calibration, and proper use of test equipment to verify performance
- Must be able to install controllers and perform basic programming.

SPECIFIC JOB LEVEL REQUIREMENTS:

- Will work closely with outside mechanical engineers to insure either new or retrofitted equipment is installed correctly and will tie back to our control system.
- Job duties of HVAC Control Technician 1

- Will maintain the integrity of the control system and their components documented through the preventative maintenance program.
- Maintain system backups and records.
- Assist with Backups of the BAS.
- Install field controllers and program them.
- Other duties as assigned.

CLASSIFICATION: HVAC CONTROL LEAD

EDUCATION REQUIREMENTS:

- Must meet all requirements of a HVAC Control Tech 2, however;
- Will need to have 4-6 years experience with computer control of HVAC systems.
- Associate's Degree in HVAC or similar or equivalent in years experience above required 8 years.

EXPERIENCE REQUIREMENTS:

- Same as HVAC Control Technician 2
- Will need to be able to read and understand control systems specifications and drawings
- Basic networking experience for BacNet, TCP/IP, ModBus, N2 and other applicable protocols.
- Must have 2-4 years of HVAC supervisory experience.

SPECIFIC JOB LEVEL REQUIREMENTS:

- Be available 24 hours a day 7 days a week for emergency calls.
- Job duties of HVAC Control Technician 2
- Maintain the BAS server.
- Train other HVAC Technicians and staff in preventative maintenance, repair and care of HVAC systems.
- Motivate employees to become better at their jobs and research professional development opportunities for your staff.
- Assist Director in yearly performance evaluations of employees and meet with each employee quarterly to help keep them on task.
- Assist with construction/remodel plan review of upcoming projects of the HVAC systems.
- Ensure all staff that are assigned to you enter all their time and work in CMMS according to department requirements and approve in Banner and ensure campus has proper coverage while minimizing overtime.
- Using the CMMS work order system, assign work orders to other HVAC Technician's for all campuses for PM's and regular work. Follow through with technicians to verify work has been complete and work orders closed out properly.
- Works with outside vendors, engineers and consultants on projects affecting HVAC systems on buildings and incorporate their designs into SLCC's.
- Document employee activities for job performance tracking.
- Work with Director to hire staff in your area by being the chair on hiring committee.
- Supervise day-to-day operations of the HVAC staff assigned to you.
- Support the Director of plant operations and maintenance with department goals and visions and help implement them.
- Other duties as assigned.

• **JOB FAMILY: HVAC CONTROLS TECHNICIAN FACILITIES CRAFTS**