



Job Title:	Heating, Ventilation, and Air Conditioning (HVAC) Automation Technician	Wage/Hour Status:	Non-Exempt
Reports To:	HVAC Supervisor	Pay Grade:	Maintenance Pay Group 3
Dept. /School:	Maintenance Department	Date Revised:	10/26/2011

Primary Purpose:

Plan, program, install, and maintain building automation devices and systems throughout the school district and accomplish other tasks as assigned by the HVAC Supervisor.

Qualifications:

Education/Certification:

Associates degree in computer programming or Certified Automatrixs Technician
Valid Texas driver's license
Good driving record
EPA Certified Refrigerant Technician

Special Knowledge/Skills:

Able to follow verbal and written instructions
Proficient in the use of all commonly used HVAC trouble-shooting meters and tools.
Able to effectively communicate verbally
Proficient in the use a desktop and laptop computer with windows and DOS operating systems
Able to work independently
Knowledge of automated building controls
Ability to diagnose and resolve problems
Ability to operate hand and power tools

Experience:

Five years experience in HVAC trade and five years in automated building systems. This experience maybe concurrent.

Major Responsibilities and Duties:

Maintenance and Repair:

1. Proficient in trouble-shooting, repair, and preventive maintenance of heat pump and conventional rooftop units and split systems with electric and gas heat.
2. Plan, design, program, install and maintain all automated building control systems.

3. General understanding of the operation of chillers and boilers and the sequence of operation of chilled and hot water cooling/heating systems with their associated equipment.
4. General understanding of the operation of multizone air handlers.
5. Capable of maintaining a data base backup of all schools automated control systems and several workstations.
6. Customize and setup various software applications.
7. Write programs using Automatrixs basic programming language.
8. Setup token ring networks.
9. Install communication lines, terminal boxes, controllers, modems, surge protectors, relays, and other related equipment.
10. Schedule HVAC and utilities as determined by school administrators and other applicable personnel.
11. Assist in maintaining an accurate accounting of all refrigerant used in the performance of assigned tasks.
12. Effectively communicate in writing on work orders and preventive maintenance forms all work accomplished relative to the document requirement(s).
13. Complete tasks as requested on work orders by HVAC Supervisor.

Safety:

14. Perform preventive maintenance on tools and equipment.
15. Operate tools and equipment according to established safety procedures.
16. Ensure that equipment is in safe operating condition.
17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
19. Other duties as assigned.

Supervisory Responsibilities:

Responsible for supervising personnel assigned to assist on a particular job.

Equipment Used:

Power tools (drills, saw, etc.), hand tools, meters (amperage, voltage, etc.). Desktop and laptop computers.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Extended periods viewing computer monitor; prolonged periods of intense concentration. Occasional heavy lifting, and carrying; climbing, stooping, bending, kneeling, and reaching. Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures. Exposed to electrical and mechanical hazards. Work around moving objects (air handlers, etc.). Frequent district wide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.