

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2022**

**BUILDING AND HVAC CONTROLS TECHNICIAN**

**FLSA STATUS: EXEMPT – PAY GRADE: 18 – C**

**JOB FAMILY: FACILITIES & CONSTRUCTION**

**JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The HVAC Controls Technician performs technical work in sustaining the operation of the computerized automation system and BAS equipment. This includes preventive maintenance, installation, diagnostics, repair, and calibration of control and energy management systems. Implements installation and use of HVAC systems and computerized control automation for the college and repair of controls equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Installs, evaluates, troubleshoots, repairs, and performs preventative maintenance on controls systems, equipment, and components for HVAC systems.

Troubleshoots, adjusts, repairs, installs, tests, and/or replaces HVAC equipment, controls, control system networks, and/or accessories.

Programs and tests Trane BAS controls.

Checks for proper operation and adjusts thermostats, receiver controllers, controllers, sensors, automatic control panels, solenoid valves, control valves, pressure gauges, and other related equipment for proper operation.

Prepares work orders and written reports on work performed.

Works with the HVAC Controls Specialist and/or HVAC Facilities Manager disconnecting/connecting BAS technology on planned refresh and/or upgrades to campus-center HVAC equipment.

Available for afterhours work when scheduled and emergencies.

**SUPERVISION RECEIVED**

Supervision is received from the HVAC Controls Specialist.

**SUPERVISION EXERCISED**

Supervision is exercised over external contractors.

**MINIMUM QUALIFICATIONS**

Five (5) years of experience in the design, construction, renovation and/or operation and maintenance of institutional facilities, three (3) years of which must have been focused in EMCS design, installation and/or operation and maintenance. Experience must include coordinating EMCS projects with engineers and contractors. Three (3) years of experience with building controls systems; facility management systems or HVAC controllers. Working knowledge of the methods, procedures, and standard practices of building management controls and energy management control systems; including programming and troubleshooting controls for IAC (indoor air quality), refrigeration and heating controls systems, and equipment. Knowledge of electronic, pneumatic, and mechanical principles as applied to the maintenance and repair of heating, ventilation, and air conditioning systems. Knowledge of relevant codes.

## BUILDING AND HVAC CONTROLS TECHNICIAN Page - 2

### **PREFERRED QUALIFICATIONS**

An undergraduate degree in a relevant subject, such as environmental management, energy engineering, civil engineering, sustainable development, or mechanical engineering. Licensed Commercial HVAC technician or employed as a Commercial HVAC technician after successful graduation from a nationally recognized 4-year apprenticeship program. Experience in acceptable and proper construction methods and techniques. Universal Refrigeration license (EPA Certification); Valid Driver's License; Strong problem-solving abilities. Licensed Commercial HVAC technician or employed as a Commercial HVAC technician after successfully graduation from a nationally recognized 4-year apprenticeship program. Experience in supervising apprentices and less skilled "helpers" and a desire to educate and mentor them.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands require sufficient strength to accomplish assigned duties including some heavy lifting, carrying, pushing and pulling up to 50 lbs.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

## **BUILDING AND HVAC CONTROLS TECHNICIAN Page - 3**

**Physical Communication**: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements**: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2/2020; Revised 2/24/22