

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Building Automation Technician

**Department:** Maintenance

**Grade**        J  
**H.P.D.**        8  
**D.P.Y.**        260

**Job Description**

**Date Reviewed:** October 2022

**Reports To:** Team Leader

**Purpose of Job**

The purpose of this job is to maintain, repair, and replace HVAC controls and Building Automation Systems (BAS) for the school system. Duties include, but are not limited to; scheduling and programming BAS controls, monitoring utility usage, reducing utility costs, installing new equipment, providing preventative maintenance and performing additional tasks as assigned by the Assistant Maintenance Manager.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Responds to work requests from Building Maintenance Dispatcher.

Responds to work requests from school personnel in regard to BAS, HVAC controls, building climate control issues, evaluates and repairs problem; replaces malfunctioning devices, such as temperature sensors, control relays, mechanical room controls and circuit boards.

Prepares daily reports on building HVAC systems to determine if any problems exist. Creates and changes programming for BAS to include equipment operation, mechanical room systems operation, setting up alarms to notify of equipment failure and scheduling of after-hours HVAC service at school system buildings.

Installs new equipment including BAS main control panels and devices, as well as complete systems, when required.

Assist in the proper sizing of replacement and new HVAC equipment, ductwork and controls to ensure equipment is sized correct for area of concern. Includes fabrication of ductwork and installation of equipment and controls.

Orders parts and equipment for replacement and/or stock; works with suppliers and contractors to order and replace obsolete and/or malfunctioning systems.

Monitors schools to check BAS and HVAC equipment; notifies appropriate personnel if adjustments need

to be made. Assist HVAC and Boiler/Chiller personnel in trouble shooting equipment problems to include damper motors, water valves, compressors, fans, mechanical room equipment, boilers, variable refrigerant flow (VRF) systems, chillers, and pumps.

Operates various machines, equipment and tools in the delivery of service, including, but not limited to: computer terminals, modems, pneumatic controls, temperature sensors, ventilators, boilers, chillers, valve controllers, pumps, HVAC equipment, compressors, and lifts.

Trouble shoots BAS circuit boards and does minor repair to boards when possible. Provides preventative maintenance on tools, machinery and equipment, ensuring readiness and the achievement of safety standards.

Computer skills are needed in Microsoft Excel, Networking, TLP/IP, Modbus, Lon, and BAC net applications.

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Establishes and maintains an effective liaison with school employees (e.g. custodians, school administrators and cafeteria managers).

Prepares and processes documentation including invoices and work orders, capable of calculating necessary materials for a given job.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Vocational or technical school training required, with a minimum of three years repairing and maintaining BAS, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's license required.

### **KNOWLEDGE OF JOB**

Has thorough knowledge of the policies, procedures, and activities of the School System and BAS practices as they pertain to the performance of duties relating to the job of Building Automation Technician. Has thorough knowledge of BAS practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able

to effectively communicate and interact with subordinates, supervisors, and members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.

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

#### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of over 100 pounds (20 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be able to use a variety of hand and table tools, etc.;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**