

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

**Job Title: Building Automation  
Technician**

**Department: Maintenance**

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

**Job Description**

**Date Reviewed: July 2018**

**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 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.

### **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 considerable 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 considerable 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.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of hand and table tools etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for medium to heavy work. Must be able to lift and/or carry weight of over one hundred pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange technical information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Building Automation Technician.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with test equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using test equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, test equipment,

control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking -expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

**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**

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**Employee's Munis Number**

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

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