

## **CONTROLS SPECIALIST**

### **Job Description**

**CATEGORY:** PLANT OPERATIONS  
**POSITION LENGTH:** FULL-TIME  
**FLSA STATUS:** NON-EXEMPT  
**SALARY CODE:** 62

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### **JOB SUMMARY**

Maintains controls for building automation, including HVAC equipment, pumps, vent hoods, lighting, swimming pool, and miscellaneous equipment to maintain comfortable environments for staff and students.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Monitors building equipment to ensure an efficient operation, including energy utilization and lighting controls/schedules.
- Maintains building equipment operation to promote indoor air quality and comfort level.
- Modifies programming and graphics accordingly to ensure proper function of the building automation system.
- Completes work orders relating to the maintenance and operation of the college's energy monitoring and control systems.
- Assists HVAC technicians in troubleshooting vital comfort, energy, indoor air quality, safety and scheduling concerns related to HVAC systems and controls.
- Manages the building automation system access and privileges based on an employees' job responsibilities.
- Analyzes and makes recommendations to optimize energy and operational usage with a goal of minimizing costs.
- Constantly monitors surroundings and health hazards and reports same to supervisor.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and

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special events.

- Performs other duties as assigned.

#### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of methods, materials and equipment used in the HVAC trade with strong emphasis on building automation systems.
- Ability to read and understand control drawings, electronic schematics, electrical diagrams and construction drawings.
- Experience with basic diagnostic equipment, including multimeters.
- Knowledge of computers and various operating systems and software. Basic network configuration capabilities.
- Excellent customer service skills and interpersonal skills.
- Ability to follow oral and written instructions.
- Ability to interpret campus maps and basic drawings.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Ability to work cooperatively with others; perform assigned tasks without immediate supervision.
- Ability to operate motorized equipment and vehicles such as carts, cars, trucks or vans.
- Knowledge of OSHA safety regulations.
- Ability to instruct and train others in the work, including the operation and proper use of equipment.

#### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High school diploma or G.E.D. equivalent and five (5) years of related experience in operating and repairing heating, ventilation and air conditioning (HVAC) systems and controls, computer programming as it relates to energy management systems and basic diagnostic equipment.

#### **PREFERRED EDUCATION AND EXPERIENCE**

- Experience with building automation systems, particularly Siemens.
- Certificates in specialized courses in controls and/or building automation systems.

#### **CERTIFICATES AND LICENSURES**

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.
- EPA universal certification is preferred.

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#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Must be able to work in all kinds of inclement weather and must be able to work weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

#### Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a high school diploma or G.E.D. equivalent and five (5) years of HVAC related experience in operating and repairing heating, ventilation and air conditioning (HVAC) systems and controls, computer programming as it relates to energy management systems and basic diagnostic equipment. ?
  - Yes
  - No
3. Do you have experience with building automation systems, particularly Siemens?
  - Yes
  - No
4. Do you have certificates in specialized courses in controls and/or building automation systems?
  - Yes
  - No
5. \*Do you have a valid Texas driver's license or can you obtain within 90 days of hire?
  - Yes
  - No
6. Do you have an EPA universal certification?
  - Yes
  - No