

SCHOOL DISTRICT OF ALACHUA COUNTY

TECHNICIAN – ENERGY SYSTEMS SUPPORT

JOB DESCRIPTION

JOB CODE: 810451 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 27
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of five (5) years successful and progressively responsible experience in the installation, maintenance, and repair of programmable logic controllers or digital controls or ten (10) years successful and progressively responsible experience in electrical/H.A.R.V. electronic and pneumatic control systems.
- (3) Two (2) years of post high school training in electronics or electro-mechanical devices, or technically related courses from an accredited educational institution may be substituted for minimum experience qualification.
- (4) Valid Florida Driver's License.
- (5) Possess a personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of electronic programmable digital controls. Ability to diagnose and solve problems. Knowledge of other trade systems including H.A.R.V., generator sets, security systems, plumbing and other related systems. Ability to read blueprints, schematics, and specifications. Knowledge of and skill in using tools of the trade effectively. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Skill in the use of computer applications. Ability to establish and maintain an effective working relationship with administrators and department heads.

REPORTS TO:

Director – Energy Systems

JOB GOAL

To repair, install, and maintain direct digital controls and automated building systems in an efficient and effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Install, maintain and repair direct digital controls and automated building systems.
- *(2) Program, run, stop and override the alarm parameters for H.A.R.V. equipment and automated building systems using centralized software.
- *(3) Program and control the time clock functions and event scheduling for all facilities.
- *(4) Assist with the planning, implementing and monitoring an energy conservation program for the District.

TECHNICIAN – ENERGY SYSTEMS SUPPORT (Continued)

- * (5) Read blueprints and job specifications and perform carpentry work accordingly.
- * (6) Develop labor and material costs in planning, as required.
- * (7) Assist in placing orders and bids, if needed, for parts and materials.
- * (8) Assist in maintaining an inventory of parts and materials, as needed.
- * (9) Provide emergency repair service, as directed.
- * (10) Assist in developing and maintaining a preventive maintenance program.
- * (11) Participate in casualty prevention tests and inspections, as required.
- * (12) Maintain daily vehicle logs.
- * (13) Serve on school/District committees, as required or appropriate.
- * (14) Adhere to applicable safety standards.
- * (15) Attend all staff meetings and workshops.
- * (16) Assist with maintaining a clean and orderly environment.
- * (17) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (18) Communicate effectively with the public, staff members, parents, students, vendors, administrators and other contact persons using tact and good judgment.
- * (19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (20) Demonstrate initiative in the performance of assigned responsibilities.
- * (21) Demonstrate support for the school district and its goals and priorities.
- * (22) Exhibit interpersonal skills to work as an effective team member.
- * (23) Follow attendance, punctuality, and proper dress rules.
- * (24) Maintain confidentiality regarding school/workplace matters.
- * (25) Maintain expertise in assigned area.
- * (26) Manage time efficiently.
- * (27) Model and maintain high ethical standards.
- * (28) Participate in cross-training activities as required.
- * (29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (30) Prepare all required reports and maintain updated and accurate records.
- * (31) Represent the District in a positive and professional manner.
- * (32) Respond to inquiries and concerns in a timely manner.
- (33) Perform other duties as assigned.
- * (34) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

TECHNICIAN – ENERGY SYSTEMS SUPPORT (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 13

Adopted: 8/2/11

Superintendent Revised: 6/30/16