



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Controls Specialist**  
 Job Family: **Maintenance**  
 Prepared/Revised Date: **January 30, 2020**

FLSA Status: **Non-Exempt**  
 Pay Range: **MT45H**  
 Job Code: **62005**

**SUMMARY:** Responsible for programming, monitoring, installing, testing, inspecting, diagnosing, and repairing building automation systems (BAS) for heating, ventilation, and air conditioning (HVAC) equipment, district lighting, and other integrated systems as required. Work independently under the direction of the Building Maintenance Manager and work closely with district Energy Manager to balance comfort and energy efficiency of district buildings. Direct and guide the work of Controls Technician.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Install, test, program, monitor, troubleshoot, diagnose, and repair building automation systems district-wide to optimize building equipment operation and comfort demands.	D	58%
2. Direct, guide, and train Controls Technician on all district building automation systems.	D	10%
3. Work closely with district Energy Manager to enhance equipment operations and program building run times. In the absence of the Energy Manager, be available to adjust building run times.	D	5%
4. Mentor and train district HVAC and electrical technicians in control systems and sequence of operation. Manage BAS access and privileges for technicians based on job responsibilities.	D	2%
5. Respond to emergency calls 24 hours a day, 7 days a week as needed.	D	1%
6. Attend work and arrive in a timely manner.	D	1%
7. Coordinate with district IT Department to ensure proper back-up of all Direct Digital Controls (DDC) database files.	W	3%
8. Analyze alarm reports and ensure that findings are appropriately communicated to district personnel and/or contractor/engineers as necessary.	W	2%
9. Maintain records of all district control systems and associated programs. Update graphical programs and educational interfaces.	Q	4%
10. Assist and monitor DDC contractors with systems installation and technical communication with project engineers, architects, and district project managers.	Q	3%
11. Maintain updated drawings and other documentation on all district control systems.	Q	3%
12. Perform building automation system start up and assist commissioning on DDC installations as necessary.	Q	2%
13. Conduct historical trend data analysis, identifying system deficiencies, and provide cost estimates for future improvements.	Q	2%
14. Remain up-to-date on industry trends and changes; take additional training on DDC software as necessary.	A	2%
15. Respond as essential personnel in case of an emergency, weather or environmental event and/or school/facility/district closure.	A	1%
16. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate’s degree or two-year college certificate in specialized technical courses in DDC control and building automation and building mechanical systems
- Five years of experience in building controls systems, construction, building maintenance and/ or mechanical systems including experience in troubleshooting and repairing DDC systems, sequences, and graphical programming
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Must meet District driver insurability requirements
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a phone, and be on call and/or respond to calls 24/7
- Ability to read and understand contracts, construction drawings, and specifications
- Ability to work independently
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of DDC controllers and digital management software
- Operating knowledge of Lon Network Controllers with Niagara Java application control engines (JACE)
- Operating knowledge of basic network configuration capabilities

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>CONTROLS SPECIALIST</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0

- Responsible for training Controls Technician and assisting with planning, assigning and directing work



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl				X
Talk			X	
Hear				X
Taste		X		
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize			X	
Evaluate				X
Interpersonal Skills			X	
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock				X
Work with explosives	X			
Risk of radiation	X			
Vibration		X		



<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	