



*"Building a  
Foundation for  
Lifelong  
Learning"*

## CECIL COUNTY PUBLIC SCHOOLS

### DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER  
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*Superintendent*

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**PLEASE POST**

**May 23, 2017**

**PLEASE POST**

**CLOSING DATE: Open Until Filled**

### **BUILDING AUTOMATION CONTROLS TECHNICIAN SPECIALIST**

#### **General Purpose of Position**

Under the direction of the Supervisor of Facilities and the Facility Manager, the Building Automation Technician Specialist provides the overall leadership of building automation systems utilizing the appropriate technology, tools, and techniques to install, maintain, and repair the building automation systems; and monitors the effectiveness of energy conservation measures and makes appropriate recommendations for improvements.

#### **Essential Duties and Responsibilities of Position**

1. Tests, calibrates, and verifies system and peripheral devices. Testing to be performed according to all applicable standards.
2. Verifies system functional performance to ensure proper operations according to shop drawings/sequence of operations, etc.
3. Performs system backups; installs appropriate updates and patches.
4. Completes documentation of all work done, including all readings, offsets, etc. Generates reports as requested of items that affect energy usage including schedule changes, temperature trend logs, and equipment trend logs.
5. Updates drawings/documentation with any configuration or model changes.
6. Ensures all assigned preventive maintenance tasks are completed in the time allotted and the month scheduled.
7. Diagnoses and performs repairs in a time effective manner.
8. Participates in delivery of small service or install jobs, including but limited to, engineering, drawings, programming, documentation, installation, management of sub-contractors, start-up, testing.
9. Keeps abreast of changes and new developments in product and preventive maintenance techniques.
10. Acts as a mentor to other technicians.
11. Has the ability to meet the physical requirements of the position with reasonable accommodation, such as lifting over 100lbs, climbing ladders, etc.
12. Has the ability to acquire and demonstrate skills and product knowledge to meet the requirements of the role.
13. Has the knowledge of budgeting procedures and the ability to help develop and administer a budget.
14. Demonstrates ability to manage detail and provides complete and consistent follow through to completion of both routine and special tasks.
15. Demonstrates system operations and provides training to CCPS staff as required.
16. Modifies programming in Johnson Controls devices – NAE, DX9100, UNT, FEC, etc.
17. Possesses basic Project Management and strong documentation skills.
18. Has demonstrated organizational skills with the ability to prioritize and get things done.
19. Has proven troubleshooting and problem resolution skills.
20. Reacts to change productively and performs other duties as assigned.
21. Has the ability and willingness to work beyond an 8-hr day and responds to after-hours emergency calls.
22. Maintains regular, on-time attendance.

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**Our mission is to provide an excellent Pre-Kindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.**

### **Minimum Requirements of the Position**

1. Technical college diploma in the appropriate field or, in lieu of degree, five (5) years industry experience including troubleshooting, programming, and delivery of small jobs in the HVAC/Building Automation controls industry.
2. Knowledge of HVAC systems, control systems, mechanical system operations, and building facilities.
3. Johnson Controls – Metasys System Extended Architecture Engineering experience.
4. Johnson Controls – HVAC Pro, CCT, or PCT Systems Engineering Course.
5. Is willing to meet the minimum AHERA training requirements within six (6) months of hire date.
6. Holds a valid driver's license.

### **Salary**

The current salary range for this Automation Controls Technician position for the year 2016-2017 fiscal year is \$61,125 - \$71,050, depending upon creditable experience and training.

### **Application Procedures**

All applicants meeting the minimum qualifications of the position are invited to submit a **letter of interest** and **complete résumé**. Two professional references with valid e-mail addresses must be included in the reference section of the application. All completed applications must be submitted through AppliTrack at <http://www.applitrack.com/cecil/onlineapp>. Following screening of credentials, interviews will be scheduled.

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