

Killeen Independent School District**Job Description****Job Title:** Energy Management Systems Technician Assistant **Exemption Status/Test:** Non-Exempt**Reports to:** Energy Management Specialist**Date Revised:** August 6, 2025**Dept./School:** Facilities**Pay Grade:** MT5**Primary Purpose:**

The Energy Management Systems Technician Assistant will be responsible for assisting the Energy Management Systems Technician in the management, maintenance, coordination, and upkeep of the BacNet Energy Management Control System (EMCS) network.

Qualifications:**Education/Certification:**

High school diploma.

Experience with Energy Management Controls Systems (Alerton), computer networking, HVAC and controls is preferred.

Preference given to candidates with prior in-district experience and familiarity with district-specific energy management protocols.

Must possess a valid Texas driver's license.

Special Knowledge/Skills:

To perform this job successfully, an individual must be able to meet the following requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Major Responsibilities and Duties:

Provide support as needed for the management and operation of the BacNet Energy Management Control System (EMCS).

Assist and support the Energy Management Systems Technician, as needed to diagnose, troubleshoot, install, program, and maintain BacNet EMCS communications and control hardware, software, and network equipment.

Work closely with the Energy Management Systems Technician to address BacNet-related HVAC equipment issues.

Perform additional tasks as assigned by the Energy Management Specialist and Director of Facilities Services.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

LANGUAGE SKILLS:

Must possess effective communication skills to interact with various district personnel and stakeholders.

Ability to read, analyze, and interpret technical documents, procedures, and regulations.

Capable of interpreting EMS data and presenting findings to aid in equipment maintenance and management.

MATHEMATICAL SKILLS:

Must be able to perform necessary calculations, including time and unit conversions, material estimations, and data interpretation.

REASONING ABILITY:

Ability to read and understand mechanical diagrams, schematics, and blueprints.

Strong problem-solving skills with the ability to address a variety of technical issues in non-standardized situations.

Ability to interpret various types of instructions provided in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

Must regularly use hands for handling equipment and reach with arms.

Frequent standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching, and crawling.

Must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required include close vision, color vision, peripheral vision, and depth perception.

Must be able to climb ladders and work on rooftops and other elevated locations

WORK ENVIRONMENT:

Work conditions may include exposure to humid environments, elevated spaces, airborne particles, toxic chemicals, outdoor weather, electrical hazards, and vibrations.

Subject to recall emergency situations outside normal working hours.

Moderate noise levels in work areas.

Regular in-district travel to multiple campuses.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.