

<b>FNSBSD JOB DESCRIPTION</b>	
Job Title: Building Controls Technician	
Supervisor: Maintenance Foreman and Assistant Director of Facilities Management	Classification: Classified (ESSA)
Days/Months: 12 months	Grade: 13

**Job Summary**

Building Controls Technicians are responsible for performing maintenance and repair work on heating plants, fans, pumps, actuators, pneumatic systems, and direct digital control systems. This role requires the application of industry-standard practices and adherence to all relevant codes and regulations.

**Essential Job Functions**

- Monitor and manage building automation systems to ensure proper operation of HVAC equipment and other mechanical systems.
- Perform regular building checks, including verifying that fans and other systems are operating according to schedule.
- Troubleshoot and resolve building system alarms and performance issues.
- Schedule and control automated systems such as lighting, fans, and headbolt heaters.
- Perform preventative maintenance on mechanical, pneumatic, and digital control systems.
- Program and maintain digital control systems, including Andover 256, Infinity, Siemens, and Johnson Controls (JCI).
- Develop and implement sequences of operation to optimize building system performance.
- Respond to and complete assigned work orders in a timely and accurate manner.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Hand and power tools, test equipment, laptop, and desktop computers associated with a skilled trade at a journeyman level.

**Independent Decisions**

Technicians must exercise good judgment with little or no supervision in the field, and bring problems requiring the involvement of the supervisor to their attention.

### **Primary Working Contacts**

Frequent contact with other departments and staff to clarify work order requests and investigate emergency problems; Technicians will have occasional contact with other government agencies, civilian and military fire department personnel, parts vendors, and code enforcement officials.

### **Responsibility for Cash, Equipment, Safety**

Technician is responsible for the safe use and care of District tools, equipment, vehicles. Follow all safe work practices. Occasionally responsible for small amounts of cash and for high value District property.

### **Supervision Received and Exercised**

Receives instruction from supervisors orally and/or by written work order. Technicians work with limited supervision.

### **Unusual Working Conditions**

Extreme temperatures and humidity are encountered frequently in mechanical rooms, electrical rooms, pipe chases, ceiling spaces, etc., during travel to work sites and in the completion of outdoor assignments during cold weather. Work from ladders, man lifts, in tight spaces, in ceiling spaces, and with heavy equipment is required. Some trade areas within this job description may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 70 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to be on their feet for prolonged periods, and to do light to medium manual tasks such as digging, snow shoveling, and furniture moving in a safe manner. Must have dexterity of hands and fingers to operate tools and equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or GED equivalent.
2. Two years of experience in HVAC, electrical, or a related field.
3. Strong analytical, problem-solving, troubleshooting, and basic programming skills.
4. Effective oral and written communication in English.

5. Knowledge of current craft techniques, applicable building and fire codes, trade-related software, and proficiency in basic math.
6. Ability to read and apply blueprints, specifications, and technical manuals; safely plan and complete complex tasks using hand/power tools and diagnostic equipment; able to work in challenging conditions and lift up to 70 lbs.
7. Must hold a valid State of Alaska driver's license and be eligible to obtain and maintain access to military installations.

The following is preferred:

1. Experience with controls systems is a plus, and willing to train the right candidate.
2. General working knowledge of other building trades to assist across disciplines as needed.

**Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**