

MAJOR FUNCTION

This is skilled work involving the maintenance, repair, replacement and installation of Heating, Ventilation and Air Conditioning (HVAC) Building Automation Systems (BAS). The HVAC Technician is supervised by the HVAC Project Manager and will be required to exercise some independent judgment and initiative to ensure the work is implemented correctly and complete.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Respond to HVAC BAS and related service requests from internal City facilities, identify the cause of the problem, determine appropriate solutions, initiate and complete the necessary repair or replacement, or recommend and manage the hiring of an outside contractor as required. Provide Honeywell Enterprise Buildings Integrator (EBI) system support including maintenance, repairs, replacements, programming, monitoring, scheduling, alarming, trending, and transition to non-proprietary BAS via the Niagara platform. Establish, follow and maintain records associated with a preventative maintenance schedule for HVAC BAS to ensure they are maintained in reliable working condition and to maximize HVAC equipment service life and efficiency. Demonstrate excellent customer service skills and work with customers to ensure they are kept apprised of the estimated timeline for completion of repairs and/or projects including clear communication regarding anticipated delays. Travel to job sites, maintain log of miles driven and document all site visits including the make, model and serial number of installed equipment, test data and measurements, summary of work, and photographs as appropriate. Maintain proper inventory of parts, tools, and safety equipment. Remain available to work nights, weekends, and holidays, on a rotating basis, to service emergency needs of internal customers. Identify and participate in relevant training to maintain certification and stay abreast of the latest industry technologies and techniques. Perform related work as required.

Other Important Duties

Responsible for the general upkeep of HVAC BAS related components, materials, repair equipment, job sites, and storage areas. Ensure safe and proper procedures are utilized during all maintenance and repair activities. Perform related work as required including assisting with general facilities management related projects and activities.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Extensive and demonstrable Honeywell EBI BAS experience including Excel CARE software programming, graphics development; networking and C-Bus, LON-Bus, and BACnet protocols and integration; troubleshooting, maintaining, and converting "proprietary" systems to be "open" using the Niagara Framework via the Niagara 4 hardware platform with HTML5 views. Extensive experience and knowledge of low-voltage wiring, network wiring, communication protocols, trunk/field device wiring, field devices, building controllers, system front ends and related programming; and integration of field devices, routers, and building controllers, etc. ISA Certifications including Certified Control Systems Technician (CCST) and/or Certified Automation Professional (CAP) and/or Niagara 4 certification. Competency in AutoCAD or other control-diagramming/drawing software. Excellent customer service skills with a strong desire to exceed customer expectations. The ability to work independently and in a timely and professional manner. The ability to keep records of repair and service operations, and prepare reports. The ability to follow oral and written instructions accurately. Good analytical skills and attention to detail with the ability to read and interpret construction documents, controls' drawings, wiring diagrams, equipment and software manuals, and coordinate the activities of various construction contractors.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and seven years of experience that includes installing, maintaining, troubleshooting and correcting a diverse range of HVAC BAS issues; or graduation from a vocational school with a certification in HVAC BAS and five years of commercial BAS experience that includes installing, programming, scheduling, maintaining, troubleshooting and correcting a diverse range of HVAC BAS issues; or an equivalent combination of training and experience.

Necessary Special Requirement

Possession of a valid Class E State driver's license at time of appointment.

Established: 05-22-17

Revised: 08-15-17