**Pittsburg State University**

**Job Description**

**HVAC Controls Specialist (G0N113)**

**FLSA Status:** Non-Exempt  
**Grade: 008 Hourly Staff**

**Job Family:** Campus Operations and Services  
**Career Ladder:**

**Updated: 2/5/2019**

***The Job Description is the document used to assign positions to jobs. The Position Description is the document that provide details about a position that has been assigned to the job. The Position Description includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The Position Description also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the Job Description. Details in the Position Description are used to assess the performance of the employee assigned to the position.***

**General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions**

*The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised*

**Primary Function**: The primary function of HVAC Controls Specialist job is to perform duties to operate and maintain the University energy management system. Positions assigned to this job may also manage the installation, repair, and upkeep of HVAC equipment including air conditioners, heaters, thermostats, fume hoods, water pumps, air compressors and other machinery utilized by the university as well as locate all university owned underground utilities.

**Supervision and Instruction Received**: Positions assigned to the HVAC Controls Specialist job typically report to a Maintenance Supervisor but may also report to a supervisor with a different job. Instruction received is under general direction. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures

**Interactions (purpose, with whom, frequency)**: Employee has daily contact with other employees on the job, including contact with university faculty, staff, and students when assigned to academic buildings.

**Examples of Essential Duties and Responsibilities**

*The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.*

1. Operate, maintain, and program the University energy management system.
2. Manage and provide upkeep to HVAC equipment including air handlers, vacuum pumps, compressors and exhaust fans by performing repairs and preventative maintenance such as lubricating parts, changing belts and replacing motors, motor bearings, sheaves, valves and other worn out components.
3. Manage, oversee, and install automated systems related to HVAC, exhaust fans, fume hoods, environmental growth chambers and similar systems.
4. Manage HVAC and fume hood exhaust systems and their interfaces by constructing schedules, automation systems and system program languages.
5. Maintains temperatures in selected buildings by using appropriate equipment.
6. Locate underground utilities on appropriate properties.
7. Identify mechanical and electronic problems related to HVAC, refrigeration equipment and hot/chilled water pumps.
8. Troubleshoot and repair reported problems relating to HVAC systems.
9. Troubleshoot, develop and institute new ideas for increasing productivity.
10. Manage a spare parts inventory to maintain an adequate level of stock.
11. Perform any other related duties as required or assigned.

**Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

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| --- | --- |
|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
|  | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

The number of employees led, supervised, or managed is included in the position description.

**Minimum Education and Experience – Required at Hire**

*The following minimum education and experience is required at time of hire. Addition education and experience may be preferred. Preferred education and experience is identified in the Position Description.*

* High school diploma or equivalent
* 3 years of experience operating and maintaining electronic controls systems.

**Examples of Competencies – Knowledge, Skills and Abilities (KSA’s):**

*The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.*

* Use close vision and be able to focus – Regularly.
* Talk and hear – Regularly.
* Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.
* Perform repetitive wrist, hand and/or finger movement to type and work on computer – Regularly.
* Finger dexterity and hand-eye coordination to work on a computer, telephone, and related office equipment – Regularly.
* Able to work with power tools and HVAC materials - Regularly.
* Ability to operate telephone and basic computer skills- Regularly.
* Able to operate mechanical equipment – Regularly.
* Lift and carry various tools and materials weighing up to 75 pounds – Regularly.
* Reach with hands and arms, stoop, kneel, crouch and crawl – Regularly.
* Have precise hand-eye coordination – Regularly.
* Working knowledge of Honeywell and Underground Utility Locator systems – Regularly.

**Environmental Conditions (Hazards, Risks or Discomforts)**

*The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.*

* General outdoor and indoor campus conditions.
* May be exposed to moderate noise levels.
* May be exposed to extreme temperatures, adverse weather conditions, heights, ladders, electrical voltage, trenches, heavy equipment and hazardous material.

**Equipment or Machines Used**

*The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.*

* Hand tools such as hammers, screwdrivers, wire cutters.
* Computers and peripheral equipment such as software programs and digital controls
* Electronic Test Equipment such as calibration instruments, volt and ohm meters, and oscilloscopes.
* Utility equipment including underground utility location equipment.

**License or Certification Required by Statute or Regulation**

*List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.*

* Valid Driver’s License

**Additional Requirements**

*The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.*

* Regular attendance is a necessary and essential function
* Must be able to work on evening and weekends occasionally.
* Satisfactory Pre-Hire Background Checks Required:
  + Sex Offender Registry Check
  + Criminal Record

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