

Job Description

Job Title: HVAC Control System Specialist

Supervisor: Program Administrator of
Engineering & Climate Control

Position Code: 5N48, EN48

Pay Grade: 35

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing a variety of skilled work related to the maintenance and repair of heating, ventilating and air conditioning (HVAC) systems.

Essential Duties

1. Schedules and supervises preventative maintenance procedures on all electric, electronic and DDC HVAC control systems.
2. Troubleshoots building HVAC control malfunctions, determines appropriate repair requirements and supervises the accomplishment of repairs.
3. Locates and procures components required for building HVAC control system maintenance and repair.
4. Reviews design drawings, specifications and control sequencing of all new building HVAC control systems and recommend modifications.
5. Inspects and supervises contracted installation of HVAC equipment and controls systems to ensure NNPS receives quality workmanship.
6. Performs maintenance and repair for all aspects of HVAC equipment, including, but not limited to fossil fuel burning equipment to include gaspacks, warm air furnaces, radiant and infrared heating systems. A/C units ranging in size from window units to 400-ton chillers. Direct expansion air handling units, heat pumps and ventilation units.
7. Performs trouble shooting and repair of water source heat pumps and associated systems to include water-circulating pumps, heat exchangers and cooling towers.
8. Performs setup and commissioning of variable frequency drives.
9. Works with Facilities Manager to implement energy conservation measures.
10. Inspects, recommends and supervises required updates for existing building control systems.
11. Writes and modifies application code for Tridium AX and N4 and to control VFD's.
12. Modifies computer code applications to optimize indoor air quality.
13. Maintains and calibrates sensitive control systems end devices critical in the proper function of all control systems.
14. Configures and programs Honeywell unitary controllers.
15. Writes and modifies control logic for Honeywell Spyder controllers, Tridium 8000 Java Application Control Engine(JACE).
16. Performs integration for all types of language protocols and commission on Tridium's communication bus.
17. Creates network variables and shares information on communications bus.
18. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Program Administrator of Engineering & Climate Control or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school and Associate Degree or advance factory training in DDC is required. Five or more years of experience with Barber Coleman, Invensys, Trane Tracer/Summit, LonWorks, BACnet and Modbus based systems desirable. Ability to analyze, schedule and supervise the installation, preventative maintenance, and replacement of, electric, electronic, and direct digital control (DDC) heating, ventilation and air conditioning. Ability to troubleshoot, repair and maintain all types of complex HVAC machinery. Must possess or be eligible for a Virginia State Master Mechanical license and certifications in Tridium AX, Niagara N4.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders, work on roofs up to two stories in height, lift up to 50 pounds occasionally and work in dirty, dusty conditions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: HVAC I & II staff

Supervision Received: Program Administrator of Engineering & Climate Control

This job description in no way states or implies that these are the only duties to be performed by this employee. The HVAC Control System Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator of Engineering & Climate Control or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 02/2022 CR