

Newport News Public Schools

Job Description

Job Title: HVAC Systems Integration Specialist
Position Code: 5N48
Job Classification: Non-Exempt

Supervisor: Supervisor, Energy Management
Pay Grade: Grade 32
Contract Length: 245 Days

Job Summary

Monitor, evaluate, trouble shoot, repair, install and maintain highly complex Direct Digital Control (DDC) systems; Interface digital systems and software with Newport News Public Schools network; Program system for energy management and emergency load shedding; Monitor equipment for optimum performance and provide technical support in the field as needed.

Essential Duties

1. Assist with the design and configuring of the HVAC DDC system
2. Maintains, repairs, upgrades and enhances the direct digital control system to reach optimum performance levels
3. Responds to the questions / needs of the HVAC Shop to provide technical support and training to promote the highest level of professional development
4. Surveys each HVAC system to determine the performance level, needed adjustments, and repairs
5. Works with the Energy Manager to implement energy conservation measures
6. Reviews design drawings and specifications of new building HVAC controls and inspects contracted installations to ensure proper operation
7. Monitors and makes adjustments to meet the needs of special events requests
8. Maintains up to date technical knowledge of DDC systems and makes recommendations on upgrades to maintain efficient operation
9. Makes adjustments and repairs as needed to the DDC system to ensure network connectivity Inspect work of subcontractors.
10. Work as a team member and foster a cooperative work environment.
11. Inspect work of subcontractors.

Other Duties

Performs other related duties as assigned by the Executive Director of Plant Services or appropriate Administrators.

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

Position requires a High School Diploma, Virginia State Master License (Mechanical or Electrical), and valid Virginia Driver's License required. Completion of a certified HVAC apprentice program with a minimum of five years experience working with HVAC equipment or equivalent combination of education and experience. Must be Trained in DDC systems with 5 years of experience, working with Tridium Niagara Software, Trane Summit Software and Controls, Barber Coleman Workplace Tech Software with understanding of the Boolean algebra to construct equations for analysis of logic circuits. Must have experience in maintaining Microsoft Windows 2000 and 2003 Server Software, networking and demonstrate the ability to understand IP addressing, virtual networks, subnets, and gateways. Experience in the installation and termination of Category 5 enhanced data cabling following the TIA/EIA 568B standards and be able to troubleshoot network connectivity with HVAC networkable controls preferred.

Work Conditions

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 75 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: None

Supervision Received: Supervisor of Energy Management.

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 Integrator Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Energy Management 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