

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2020**

BUILDING, ENERGY AND HVAC CONTROLS MANAGER

FLSA STATUS: EXEMPT – PAY GRADE: 20 - P

JOB FAMILY: FACILITIES & CONSTRUCTION – JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Building, Energy and HVAC Controls Manager oversees and performs technical work in sustaining the operation of the computerized automation system and BAS equipment. This includes the preventive maintenance, installation, diagnostics, repair, and calibration of the control and energy management systems. An employee in this position prepares recommendations and implements installation and use of HVAC systems and computerized control automation for the college and oversees contractor installation and repair of controls equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Plan, organize, coordinate and direct the district utility management program.

Resolve customer issues and complaints to ensure customer satisfaction.

Manage HVAC Controls, equipment and schedules in alignment with the college's policies.

Develop utility management measures related to building heating/cooling, electrical usage, efficient irrigation practices, reclaimed water, and potable water conservation. Prepare reports relating to utility management operations and program performance.

Educate administrators, staff and students on implemented energy savings initiatives. Identify future energy savings opportunities.

Participate in renovation and new construction projects concerning the design of support facilities to ensure maximum resource efficiency and sustainable building practices. Ensure that air conditioning conversion projects provide the most cost-effective design and construction.

Provide oversight of the FSCJ Building Automation System.

Review scopes of work, pricing, resources, specifications and design documents for all building HVAC, lighting controls and targeted energy conservation measures.

Maintain records on FSCJ's building HVAC systems for both small and large scale analysis, serving as a technical expert on prioritized issues related to short and long term planning of repair and replacement.

Instruct employees on the proper use and repair of HVAC controls, equipment and software.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff and assigned installation or repair team personnel.

MINIMUM QUALIFICATIONS

Ten (10) years as a Licensed Journeyman for Commercial Heating, Air Conditioning and Refrigeration (JHAR) or; Ten (10) years as a Commercial JHAR technician after successfully graduation from a nationally recognized 4-year apprenticeship program or; a Bachelor's degree in Business, Engineering, Building Construction or a related field from an accredited institution.

Ten (10) years of direct related experience with building controls systems; facility management systems and energy conservation initiatives/projects

PREFERRED QUALIFICATIONS

Universal Refrigeration license (EPA Certification); Valid Driver's License; Strong problem solving abilities; Ability to communicate clearly and effectively; and Experience in acceptable and proper construction methods and techniques.

Computer capability in Auto-CAD, Microsoft Application Suite and Adobe Acrobat. Operational experience using the Trane Tracer Ensemble and Synchrony BAS controls, School Dude computerized maintenance management system, Sky Spark and analytical software, 25Live scheduling utility and Energy Cap. Excellent oral and written communications skills. Experienced in higher education building design and construction.

Knowledge of energy management program development. Knowledge of HVAC, electrical and lighting systems and the ability to manage budgets and team lead a select group of facilities staff.

Professional designation of Certified Energy Manager (CEM) or completion of Energy Managers Program from the Association of Energy engineers and successful passing of CEM exam.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 4/2018; 1/1/21