

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

**HEATING, VENTILATION AND AIR CONDITIONING (HVAC) CONTROLS AND
BUILDING AUTOMATION SYSTEM SPECIALIST**

FLSA STATUS: EXEMPT – PAY GRADE: 19 – P

JOB FAMILY: FACILITIES & CONSTRUCTION JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Heating, Ventilation, and Air Conditioning (HVAC) Controls and Building Automation System (BAS) Specialist acts as a working supervisor and responsible for overseeing and performing technical tasks related to the maintenance and operation of the College's computerized automation system and BAS equipment. This position performs preventive maintenance, installation, diagnostics, repairs, and calibrates control and energy management systems. Additionally, the HVAC Controls and BAS Specialist implements the installation and operation of HVAC systems and computerized control automation across the college, and oversees contractor work related to the installation, repair and optimization of controls equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Performs system integration, commissioning, and troubleshooting of Trane HVAC equipment and controls.

Creates and writes programming and develop control sequences using Trane BAS software including Tracer SC+, Tracer Ensemble, and Tracer Synchrony.

Monitors and optimizes system performance using Trane software platforms and dashboards.

Diagnoses and resolves issues related to sensors, actuators, controllers, and network communications.

Assists in the design and implementation of energy conservation measures and system upgrades.

Schedules, assigns responsibility, reviews, and evaluates the work of assigned staff. Takes corrective action, demonstrates leadership in evaluating, developing, and motivating employees.

Maintains accurate documentation including wiring diagrams, sequences of operation, and programming logic.

Provides technical support and training to maintenance staff and end-users on Trane systems.

Ensures compliance with safety standards, building codes, and company policies.

Responds to after-hours requests or emergencies as needed to support departmental operations. Provides facilities support to create and maintain a campus environment supportive of student needs.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff and direction may be given to contracted teams supporting installation and repair operations, as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or high school equivalency (GED) and five (5) years of experience in the design, construction, renovation and/or operation and maintenance of institutional facilities, three (3) years of which must have been focused in Energy Management Control System (EMCS) design, installation and/or operation and maintenance. Demonstrated experience coordinating EMCS-related projects with engineers, contractors and other technical professionals. Three (3) years of experience with building controls systems; facility management systems or HVAC control technologies. Knowledge of relevant codes. Must have a valid driver's license.

PREFERRED QUALIFICATIONS

Associate's degree or higher in HVAC Technology, Electrical Engineering, Building Automation, or a related field from a regionally accredited institution and 3 (three) years of experience working with Trane HVAC control systems and building automation. Experience as a Commercial HVAC technician following successful completion of a nationally recognized four-year apprenticeship program. Universal Refrigeration license (EPA Certification) preferred.

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 require sufficient strength to accomplish assigned duties including some heavy lifting, carrying, pushing and pulling up to 50 lbs.

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: 03/2020

Revised: 2/24/2022; 02/27/2026