

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

**HEATING, VENTILATION AND AIR CONDITIONING (HVAC)  
CONTROLS TECHNICIAN**

**FLSA STATUS: EXEMPT – PAY GRADE: 18 – C**

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

**GENERAL STATEMENT OF JOB**

The Heating, Ventilation, and Air Conditioning (HVAC) Controls Technician performs technical work in sustaining the operation of the computerized automation system and Building Automation System (BAS) equipment by performing preventive maintenance, installation, diagnostics, repair, and calibration of control and energy management systems. The HVAC Controls Technician implements installation and use of HVAC systems and computerized control automation across the college and repairs controls equipment to ensure reliable and efficient operation.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Installs, configures, and maintains HVAC controls systems and BAS components.

Performs diagnostics and repairs on control devices including thermostats, sensors, actuators, and controllers.

Programs and tests Trane BAS software.

Monitors system performance and makes adjustments for energy efficiency and comfort.

Assists in commissioning new systems and integrating third-party devices (e.g., BACnet devices, meters).

Maintains documentation of system configurations, updates, and repairs.

Collaborates with contractors and internal teams during installations and upgrades.

Works with the HVAC Controls Specialist and/or HVAC Facilities Manager disconnecting/connecting BAS technology on planned refresh and/or upgrades to campus-center HVAC equipment.

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**

May act in a lead capacity, providing direction to contracted personnel as assigned.

**MINIMUM QUALIFICATIONS**

High School Diploma or high school equivalency (GED) and 3 (three) years of experience in HVAC controls or BAS systems. Familiarity with HVAC systems, electrical diagrams, and control logic. Proficiency with BAS software and tools and working knowledge of applicable codes and regulations. Must have a valid driver's license and ability to travel between sites.

**PREFERRED QUALIFICATIONS**

Associate degree or technical certification in HVAC, Building Automation, or related field from a regionally accredited institution. Licensed Commercial HVAC technician or employment 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:** 2/2020

**Revised:** 3/8/2022; 2/24/2026