FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026

DIRECTOR OF MEP SYSTEMS, HVAC CONTROLS AND BUILDING AUTOMATION

FLSA STATUS: EXEMPT - PAY GRADE: 25-P

JOB FAMILY: FACILITIES AND CONSTRUCTION JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Director of MEP Systems, HVAC Controls and Building Automation provides collegewide functional and technical leadership for mechanical, electrical, and plumbing (MEP) systems, HVAC controls, Building Automation Systems (BAS), energy-management technologies, and related facilities projects. This position provides direction and oversight for MEP systems, HVAC controls, building automation operations, and related facilities projects; establishes priorities, standards, performance expectations, and budget parameters; monitors costs and resource utilization; and aligns assigned operations and projects with facilities planning, capital improvements, energy-efficiency objectives, cybersecurity requirements, and institutional service needs. The Director also serves as the senior technical authority for complex BAS programming, system integration, commissioning, MEP and controls design review, and related technical decisions while retaining the ability to provide advanced technical support when required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Directs the Collegewide HVAC controls and building automation function and performs advanced BAS programming, commissioning, system integration, optimization, and troubleshooting, including complex DDC controls and system-level issues requiring senior technical expertise.

Develops, implements, and maintains Collegewide BAS operating standards, control strategies, programming conventions, documentation requirements, alarm-management practices, and system-access protocols; develops or validates complex sequences of operation and programming solutions.

Leads and performs advanced diagnosis and resolution of complex, recurring, or high-impact HVAC controls failures by analyzing alarms, trends, system data, control logic, field devices, and equipment conditions; develops and implements complex programming and controls solutions.

Develops and administers assigned budgets; monitors expenditures and project costs to ensure adherence to approved budgets; establishes short- and long-range priorities for BAS upgrades, system modernization, software maintenance, metering integration, and controls-related infrastructure renewal; and recommends service agreements, licensing, training, and other resource needs.

Reviews and approves MEP and controls-related scopes of work, drawings, sequences of operation, specifications, submittals, pricing, commissioning plans, and acceptance documentation for renovation, replacement, and capital projects; provides technical oversight of mechanical, electrical, and plumbing systems and performs or participates in system programming, testing, commissioning, and technical acceptance as appropriate.

Coordinates with Facilities leadership, Campus Operations, Planning and Design, Information Technology, Procurement, contractors, engineers, commissioning agents, and vendors to ensure MEP, HVAC controls, and building automation projects and services meet College standards, operational requirements, and applicable cybersecurity and access-control practices.

Monitors BAS and HVAC controls performance through alarms, trends, analytics, energy-use data, work-order information, and stakeholder feedback; identifies optimization opportunities, directs corrective actions, and verifies the technical acceptability and completeness of contractor and vendor deliverables.

Ensures compliance with applicable safety requirements, building and energy codes, College standards, and environmental requirements; serves as the escalation point for critical BAS or HVAC controls incidents and leads or participates in after-hours response and recovery when required.

Prepares and presents technical findings, system-performance information, project recommendations, and long-range requirements to Facilities leadership and other stakeholders while maintaining sufficient field engagement to support safe, reliable, efficient, and student-centered campus environments.

Directs and supervises assigned operations staff; prioritizes and assigns work; conducts performance evaluations; approves leave requests and timesheets; creates and approves work schedules; facilitates professional development and training; maintains a healthy and safe working environment and makes hiring, termination, and disciplinary recommendations.

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.

MINIMUM QUALIFICATIONS

Bachelor’s degree from a regionally accredited institution in a related field and five (5) years of progressively responsible experience in commercial or institutional HVAC controls, building automation, energy management, or related facilities systems; **OR** an Associate’s degree from a regionally accredited institution in a related field and seven (7) years of progressively responsible experience in commercial or institutional HVAC controls, building automation, energy management, or related facilities systems.

Two (2) years of supervisory or management experience, included within the required years of experience, is required. Demonstrated experience with DDC/BAS programming, system

integration, commissioning, controls design review, contractor coordination, and complex HVAC system troubleshooting is required. A valid driver's license is required.

PREFFERED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution in Mechanical Engineering, Electrical Engineering, Engineering Technology, Building Automation, Facilities Management, Construction Management, or a closely related field. Experience managing a collegewide or multi-site BAS/HVAC controls function in a higher education, healthcare, government, or similarly complex institutional environment.

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: 11/04/2026