

CLASS SPECIFICATION FOR
Electronic Controls Technician

GENERAL STATEMENT OF DUTIES: Develops and provides an in-house maintenance capability for the building automation system for energy, security, fire alarms and uninterruptible power in County General Government buildings and also develops an automated program for equipment maintenance; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for overseeing the installation and overall operation of the Building Automation System, including troubleshooting and maintaining the automatic temperature and fire-alarm system. General supervision is received from the Buildings and Grounds Manager.

EXAMPLES OF WORK (illustrative only):

- Participates with the manufacturer in the installation of building automation systems with respect to energy, security, fire alarms and power in County General Government buildings;
- Manages and maintains the installed systems and develops, implements, and maintains an automated facilities-maintenance program to generate and track corrective and preventive maintenance work order systems for HVAC security and fire-safety systems in all assigned buildings;
- Utilizes a personal computer to gather data from a variety of field processors, including field sensors (electronic or pneumatic) and stand-alone intelligent field processors; provides management with daily reports on the data recorded;
- Keeps current with all vendor-provided computer software to ensure state-of-the-art updating and monitoring of the total system's environment;
- Trains to become thoroughly knowledgeable of the techniques of programming the personal computer to create enhancements to the automated system's capabilities;
- Works closely with outside vendors, in-house maintenance staff, and other County employees as necessary to balance the need for conservation of energy with the demand for environmental comfort;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of practices, procedures, techniques and materials utilized to operate, maintain and protect the automated systems for optimum performance; considerable knowledge of the principles of electrical, electro-mechanical and electronic theory as relate to the systems; ability to read and interpret wiring diagrams, schematic plans and blueprints; proven manual skills; ability to work effectively with others, including outside vendors, in-house maintenance staff, and other County employees.

MINIMUM EDUCATION AND EXPERIENCE: Possession of an associate's degree in electronics and two (2) years of experience in working with electrical/electronic temperature controls and HVAC systems; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions.