



**Classification Title: BAS Controls Specialist**

<b>Department:</b>	Building Services	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	31
<b>Supervision Received From:</b>	An Assigned Supervisor in Building Services	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	General Supervision	<b>Last Revision:</b>	9/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Performs a variety of complex duties in the programming, operation, monitoring and repair of the District's Building Automation Systems (BAS) for HVAC, lighting and energy management.

**DISTINGUISHING CHARACTERISTICS.**

BAS Controls Specialist is a single-incumbent class responsible for overseeing the hardware system controls for HVAC and lighting in District buildings.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Coordinates the commissioning and integration of new buildings' automated controls into the system.
2. Programs, operates, monitors and adjusts the District's building automation system.
3. Repairs BAS controllers and sensors; installs electrical and pneumatic controls.
4. Programs and adjusts automated lighting controls.
5. Tests and verifies system readings to ensure optimal, energy-efficient system operation.
6. Responds to customer service calls, checks indicated points of trouble, analyzes system requirements and resolves issues to ensure system and components are functioning properly.
7. Utilizes hand tools, laptop computer and test equipment.
8. Conducts repairs, replacements, upgrades, adjustments and calibration on the BAS and its components, including circuit boards, modems and data circuits.
9. Runs reports to track and analyze system operation.
10. Maintains a variety of records related to work performed.

**Marginal Functions:**

1. Provides technical support to District staff relevant to assigned areas of responsibility.

2. Performs related duties and responsibilities as required.

## **QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of journey-level experience with HVAC and lighting control systems and building operations.

**Education/Training:** Equivalent to completion of the twelfth grade, supplemented with training classes on BAS and controls.

### **Licenses/Certificates:**

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

### **Preferred Qualifications:**

Training on Siemens BAS and Johnson Controls, Inc. (JCI) controls.

### **Knowledge of:**

1. Basic electronics.
2. Computer hardware and software programming.
3. BAS system engineering and workstation operations, field panel/Floor Level Network (FLN) operations and Powers Process Control Language (PPCL) programming.
4. Computer programs specific to building automation systems.
5. Wiring diagrams and system specifications.
6. HVAC equipment and systems.
7. Higher-level mathematical functions such as algebra or geometry.

### **Skill in:**

1. Operating, monitoring, maintaining and repairing building automation systems for HVAC and lighting.
2. Programming BAS systems.
3. Reading and understanding mechanical and electrical blueprints, drawings and schematics.
4. Troubleshooting the system.
5. Understanding and following oral and written directions.
6. Communicating clearly and effectively, both orally and in writing.
7. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
8. Establishing and maintaining effective working relationships with those encountered in the course of work.

## **WORKING CONDITIONS.**

**Environmental Conditions:** The employee frequently works near moving mechanical parts and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to use hands to repetitively finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. Requires operation of District vehicles.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.