



POSITION DESCRIPTION

Department:	Facilities Operations
Classification Title:	Facilities Control Specialist
Working Title:	Control Specialist
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

PURPOSE:

Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities, grounds, and infrastructure. FMD consists of five critical and interdependent support departments, including Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facilities Operations. In support of the Cal Poly mission, the Facilities Management and Development department is committed to sustainability, responsible stewardship of natural resources, and promoting an inclusive culture that values individual and organizational integrity, civility, equity, and diversity.

Under limited supervision of the Facilities Maintenance Manager for Mechanical Trades, the Facilities Automation Control Specialist is responsible for the installation, maintenance and adjustment, and repair of electric, electronic, pneumatic, and digitally controlled building automation systems which manage the most complex HVAC and refrigeration systems. This position monitors, troubleshoots, designs, modifies, calibrates, and programs system features and responds to technical and mechanical problems, either remotely or on-site. The individual must be thoroughly conversant in the software operation of the applicable building automation system and have the journey-level skills and experience to allow for the diagnosis, repair and maintenance of complex HVAC systems and their components.

DUTIES AND RESPONSIBILITIES:

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

ESSENTIAL JOB FUNCTIONS

Daily

90%

- Install, modify, and adjust computer-based heating, ventilation and air conditioning equipment and systems, including Variable Frequency Drives (VFD), ultrasonic flow meters, various Direct Digital Control (DDC), and pneumatic controls components. Suggest and implement, as necessary, methods for better control of systems to optimize control of systems, comfort and/or energy savings.
- Fabricate and implement programs or building control strategies for digitally controlled or global supervisory controlled systems.
- Troubleshoot, design, modify programs, and monitor and collect data for building automation systems.

- Repair and maintain individual hardware and software components of applicable systems.
- Perform major-to-minor overhauls, which include, but are not limited to: disassembling and inspecting of all parts, replacing worn and defective parts, reassembling of all equipment and controls, and testing to ensure proper function.
- Perform major-to-minor repairs of microprocessor-based automation system that monitors and controls building environments.
- Respond to service requests and diagnose and troubleshoot system problems and correct as necessary.
- Serve as department specialist on building automation systems.
- Train others on the troubleshooting, overhaul, repair, calibration, and testing of controls to facilitate the maintenance of systems.
- Perform all work in accordance with established safety procedures.
- Participate in the maintenance and operations of the shop, including cleaning, maintaining, and servicing of tools and equipment used in the performance of duties.
- Complete purchase requests for needed materials, maintain records, retrieve data, and prepare standard reports related to work performed using manual and/or computerized record-keeping systems and/or maintenance management systems.
- Assist in review of construction documents and specifications; and provide campus input to design professionals. Coordinate and work with contractors during installation of new systems and system upgrade projects.
- Consult, coordinate and work with other trades workers and provide instruction and lead work direction to unskilled and semi-skilled assistants.
- Lead the training and mentoring of other control specialists. This includes providing knowledge and skills important to performing the tasks of a control specialist.

OTHER JOB FUNCTIONS

As Needed

10%

- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Four years of progressively responsible skilled journey-level experience diagnosing, repairing and maintaining large, complex and sophisticated heating, ventilation, refrigeration and air conditioning and water treatment systems. Experience installing, inspecting, servicing, repairing, replacing, and calibrating building automation and comfort systems, as well as using programming features of building automation systems.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: Possession of a valid driver's license or the ability to obtain by date of hire. This position may require the ability to obtain AHERA Supervisor certification for asbestos related work and Cal/OSHA Lead training.

REQUIRED QUALIFICATIONS (SKAs):

- Thorough understanding of electric, electronic, pneumatic and digitally controlled building automation systems including a thorough knowledge of assigned building automation systems.

- Ability to use the building automation system's programming features to design, modify, and implement programs to achieve facilities management's goals, as well as to perform remote and hands-on troubleshooting, intervention and repair.
- Thorough knowledge of the theory and operation of major types of refrigeration and air conditioning equipment and of the materials, equipment, and techniques used in the repair and maintenance of such equipment including ability to install, operate, and repair same.
- Working knowledge of electrical voltage, plumbing refrigeration, electrical and plumbing codes, thermodynamics and automated energy/environmental management systems.
- Ability to perform skilled electrical and plumbing work as applicable as well as diagnose and repair the full range of refrigeration equipment, including centrifugal and absorber equipment and/or screw, scroll, and reciprocating refrigeration equipment.
- Thorough knowledge of the methods, tools, estimating process, and materials used in the operation, maintenance and repair of high and low pressure boilers, and heating, pneumatic, ventilating, air conditioning, refrigeration and other mechanical equipment.
- General knowledge of ventilation principles, thermal dynamics, closed water systems as well as applicable state and federal safety codes and regulations pertaining to mechanical and HVAC systems.
- Ability to read, interpret, and work from blueprints, plans, drawings and specifications, and make rough sketches.
- Ability to effectively and accurately maintain records, retrieve data, and prepare standard reports using manual and/or computerized record-keeping systems.
- Ability to provide instruction to unskilled and semi-skilled assistants.
- Ability to analyze and respond appropriately to emergency situations.
- Thorough knowledge of English grammar, spelling and punctuation and the ability to read, write and perform arithmetic functions at a level appropriate to the position.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, online systems, and internet as well as online calendaring and email.
- Ability to interact and communicate in an effective and dependable manner, as well as establish and maintain cooperative working relationships with clientele such as students, staff, faculty, and co-workers.
- Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to demonstrate professionalism in entering occupied areas including student residential halls, faculty and staff offices and other university space.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

PREFERRED QUALIFICATIONS:

- Experience with Siemens Apogee, Desigo and BACnet DDC programming.
- Familiarity with major brands of HVAC control systems such as Siemens, Johnson, Honeywell, and ALC.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SPECIAL CONDITIONS:

- Ability to work in and around confined spaces; perform heavy lifting up to 75 lbs.; and squat, kneel, and crawl.
- Ability to work around high and low temperature equipment (350 to -40 degrees) and high and low temperature (140 to -40 degrees) areas for short period of time, such as steam manholes and inside blast freezers.
- Ability to wear respiratory protection. A Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.
- Ability to work around large and noisy equipment with many moving parts.
- Ability to work at heights, including bucket trucks or other high lift equipment.
- Ability to work on electrical systems requiring thorough knowledge of the National Electric Code, NFPA 70E, and other electrical safety procedures.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background check.
- This position classification has been defined as "Non-Exempt" and is therefore subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR	TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: Facilities Control Specialist
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 6260
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R06
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: n/a
<input type="checkbox"/> COI Position		Classifier Initials: AT
Recruitment Number: _____		Date: 6/3/2024