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|  | Date Revised: 12/8/2023 |
| STAFF Position Description |

**Instructions:** C*omplete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources, and the original electronic version maintained by the department.* [NOTE: This form is unlocked; you will need to **Ctrl + Click** to open links.]

**A. Action Requested**

Request a New position OR  Fill a Vacant position *(Must initiate through online recruitment)*  
 Initiate a Classification Review for a filled position

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| **Requestor:**  Employee OR  MPP Administrator | **Name:** |

Update an existing position description *(no review requested)*

New Employee/Appointment acknowledgment of the position description *(no review requested)*

*(Employee should be given full position description within one week of start date)*

**B. Current Information**

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| **Name of current incumbent:** *(if filled)* | | | | | | | | **Employee ID #:** | |
| *Or if vacant*, *name of previous incumbent*: John Young | | | | | | | | | |
| **Classification Title:** Facilities Control Specialist | | | | **Job Code:** 6260 | | | **Grade:** 1 | **Position #:** 99740057 | |
| **Working Title:** *(optional*)  EMS Controls Specialist Programmer | | | | | | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Nonexempt  *(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* | | | |
| **Department ID:** 10017 | **Department Name:** Physical Plant Mgmt – Mechanical Services | | | | | | | | **Time Base:** 1.0 |
| **Lead** *(Staff lead, if applicable)*  **Name:** Oscar Babers | | **Classification Title:**  Facilities Project Supervisor | | | **Working Title:**  Facilities Project Supervisor | | | | |
| **MPP Administrator/Department Chair** *(Reports To)*  **Name:** Coleen Barsley | | | **Working Title:**  Assistant Director, Engineering Services | | | | | | |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart)*)*

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| **Is this a sensitive position as designated by the CSU?**  Yes  No *(See link to* [***Sensitive Positions Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf)) |

**C. Position Purpose** *(Hint: Complete Section D. first and then summarize position’s purpose; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

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| As part of the Central Plant Shop and under general supervision, the EMS Controls Specialist Programmer is responsible for the University’s Direct Digital Control (DDC) heating and cooling systems, Siemens Apogee, Desigo and BACnet for the control of the Central Plant, Satellite Plant, Cooling Towers and various connected devices through the controls network. Manages the programming, sequencing and scheduling of electric, electronic, pneumatic, and digitally controlled equipment and components of all building automation systems which manage complex campus HVAC and refrigeration systems. This position monitors, troubleshoots, designs, modifies, calibrates, and programs system features and responds to troubleshoot technical and mechanical problems, either remotely or on-site. Works with campus energy management personnel to maintain metering devices, ensure continuous data collection and provide data output. Must be thoroughly conversant in the software operation of the applicable building automation system and have the journey-level skills and experience to complete the adjustment, diagnosis, repair and maintenance of complex HVAC systems and their components. |

**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

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| **Description of Duties** | **% of Time Total = 100** | **Essential  (Minimum 15%)** |
| Serve as department specialist on building automation systems, including conceiving, constructing, writing, installing and maintaining simple to complex building automation system programs, routines and sub-routines. Suggest and implement, as directed methods for better control of systems to optimize control, comfort and/or energy efficiency. Develop and implement programs or building control strategies for digitally controlled or supervisory control systems. Troubleshoot, design, modify programs, and monitor and collect data for building automation systems and metering devices. Update DDC graphic displays and programs as a result of renovations and construction activities. Train others on the troubleshooting, overhaul, repair, calibration, and testing of metering devices, controls and control-related components 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 the 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. Maintain system information records, including but not limited to point changes, set point details, parameters, and dates of adds, moves, and changes. Assist in the review of construction documents and specifications and provide campus input to design professionals. Coordinate and work with contractors during the installation of new systems and on system upgrade projects. Consult, coordinate and work with other trades workers and provide instruction and work direction to unskilled and semi-skilled assistants. Thoroughly conversant in the software application and operation of building management systems and have journey-level skills and experience to allow for the complete diagnoses, repair and maintenance of the systems and their components. Operate carts, and other vehicles as needed, daily across campus in performance of duties – including the access and servicing of geographically remote satellite facilities. | 50 |  |
| Serves as lead building automation system scheduler responsible for instituting and altering building, area and room schedules. Trains other personnel to maintain and implement schedules. Reviews all changes to the system controls to ensure proper implementation. Respond to service requests to schedule, diagnose and troubleshoot system and schedule problems and correct as necessary. Monitor building automation systems data and adjust systems accordingly. 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. Repair and maintain individual hardware and software components of applicable microprocessor-based automation systems that monitor and control building environments, including but not limited to: disassembling and inspecting of parts, replacing worn and defective parts, reassembling of all equipment and controls, and testing to ensure proper function. Maintain, repair and calibrate campus electric meters, BTU sensors, flow sensors and other metering devices used for campus energy management purposes. | 25 |  |
| Inspect campus and central system heating, ventilating, air conditioning, refrigeration and water systems; regularly use features of plant control/building automation systems to diagnose and troubleshoot problems in HVAC systems while optimizing energy usage. Maintain maintenance and repair logs using manual and computerized recordkeeping systems. Oversees software and hardware updates to the Direct Digital Control heating and cooling control systems, Siemens Apogee, Desigo and BACnet for the control of the Central Plant, Satellite Plant, Cooling Towers, and various connected devices through the Siemens EMS Network. Respond to campus community needs after hours on-site or off-site. Contact management in the event of a campus emergency or utility outage. Perform maintenance and assist with trouble calls on mechanical fans, piping, fire alarm systems and mechanical systems, in addition to others. May respond to emergency situations; adjusts equipment, troubleshoots problems related to climate control and makes adjustments as required. Responds to power failures, supply fans in alarm, damaged thermostats and other problems. | 15 |  |
| Works on special duties, projects and assignments for the supervisor and management related to campus HVAC and building automation systems. Including project coordination and implementation. | 5 |  |
| Performs other duties as assigned. | 5 |  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

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| **PHYSICAL DEMANDS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |  |  | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Key Boarding and Mousing |  |  |  |  | 1. Lifting or Carrying |  |  |  |
| 1. Repetitive Motion of upper extremities |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Hearing |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Sight |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Sitting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Standing |  |  |  |  | 1. Pushing or Pulling |  |  |  |
| 1. Walking |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Bending *(from waist or neck)* |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Climbing *(Ladders, stairs or stools)* |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Stooping, Kneeling, or Squatting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Reaching |  |  |  |  |  |  |  |  |

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| **ENVIRONMENTAL CONDITIONS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** |
| 1. Inside *(Typical office environment)* |  |  |  |
| 2. Elevated Work *(Raised platform/scaffold)* |  |  |  |
| 1. Extreme Temperature *(hot or cold)* |  |  |  |
| 1. Outdoor |  |  |  |
| 1. Hazards |  |  |  |

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| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
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**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

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| **Type** | **Purpose and Desired Results** |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| PPM CMMS - MetBim or Current | PPM Work Management System |
| Siemens - Siemens BAS or Other | Central Plant and Building Automation System |
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**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. If a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*, a justification must be provided in description.* ***\*****Any CSU/CSUN “Required” training will be provided after starting the appointment.*

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|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* |  |  |  |
| **\***CSUN Procurement Card (P-Card) Training |  |  |  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) |  |  |  |
| CA Driver’s License |  |  |  |
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| **(B). Additional Experience, Knowledge, Skills, and Abilities:***List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* | | | |
| 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 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 the ability to operate, and repair same. Working knowledge of electrical, plumbing, and mechanical codes, thermodynamics and automated energy/environmental management systems. 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, closed water systems as well as applicable state and federal safety codes and regulations pertaining to mechanical and HVAC systems. General knowledge of metering devices, including electric meters, BTU sensors, flow sensors, etc. 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.  Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, online systems and the 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 spaces. Physically able to climb ladders, access HVAC/R systems, lift up to 50 lbs. and work in tight spaces.  PREFERRED QUALIFICATIONS:  Complete knowledge and understanding of front end Siemens Apogee, Desigo and BACnet DDC system functionality, software programming, implementation, updates/upgrades and scheduling. 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. These abilities normally would be acquired through two years of journey-level experience or the equivalent combination of formal course work and hands-on experience.  Ability to adapt to varying work environments and to deal with frequent changes and unexpected events.  Knowledge of HVAC controls (DDC and pneumatic), large air handling systems, Dual-duct, VAV, CAV, single zone, multi-zone, hot water & electric reheat, DX equipment, split, package, mini-split, exhaust systems, hydronic systems; chilled and hot water pumps and piping, and Variable Frequency Drives.  Available to work a standard or non-standard shift as needed with evening, weekend, and callout work as needed. | | | |

**H. Lead or Oversight of Other Positions**   Yes  No (Please list below) *List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

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| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
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**I. Changes in Position**

*Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.*

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**J. Signatures** *(Print, sign and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

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| **Employee:** | **Signature:** | **Date:** | **Extension:** |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) | | | |
| **Non-MPP Lead:** *(if applicable)*  **Oscar Babers** | **Signature:** | **Date:** | **Extension:**  **2919** |
| **1st level MPP Administrator/Dept. Chair:** *(required)*  **Coleen Barsley** | **Signature:** | **Date:** | **Extension:**  **5396** |
| **2nd level MPP Administrator:** *(if applicable)*  **Douglas Wells** | **Signature:** | **Date:** | **Extension:**  **5988** |
| **3rd level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:** | **Date:** | **Extension:** |