

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **BUILDING CONTROLS TECHNICIAN**

SUPERVISOR: Maintenance/Custodial Supervisor and/or Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Post secondary qualifications in Refrigeration, Air Conditioning, Mechanical Technology, Electrical Technology, Building Technician, or related technical trade.
3. Four years related experience in building controls and maintenance of heating ventilation and air conditioning systems.
4. Mechanical aptitude to perform a full range of maintenance tasks.
5. Licensed driver in the state of Kansas.
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Install, maintain, trouble shoot, test and calibrate HVAC equipment for the purpose of ensuring all equipment is working properly.
2. Perform preventative maintenance on all assigned equipment and respond to emergency calls after regular work hours for the purpose of maintaining building equipment.
3. Ensure that all work is done according to standard practices, design specifications, and provincial and local building codes to ensure safe and accurate maintenance.
4. Provide response and corrective action for urgent building operational items, indoor air quality, thermal comfort parameters and environmental issues to ensure a safe and comfortable work environment.
5. Maintain appropriate records including complete equipment repair history, work orders, daily job card, vehicle records, test reports, and other related data for the purpose of having references to all archived work.
6. Serve as a liaison with consultants, contractors, inspectors, suppliers and other departments on maintenance and project work to provide expert advice and oversight.
7. Complete and document work orders prior to submission to supervisor to provide accountability for any work within the department.
8. Provide written reports on any inspections and/or tests and make recommendations to improve performance.
9. Maintain clean and orderly conditions in all work areas, including shop, monitoring station, vehicle and school sites to ensure a safe work environment.

10. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
11. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Manage job requirements with physical mobility to move from place to place (walking, standing, stooping, pushing, pulling, kneeling, crawling, turning, reaching, climbing, balancing, lift up to 60 pounds on a daily basis).
2. Must work in and around dust, fumes and odors.
3. Must work indoors and outdoors year-round in a variety of temperatures.
4. Must work in noisy, crowded environments, with numerous interruptions.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008