Title: Lead Facilities Systems Operations Technician:

Assignments in either: Energy Management and HVAC operation, or Fire and Security Systems.
FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

There are two distinct assignments within this classification.
The purpose of this position is to provide technical advice and act as a lead to HVAC, electrical, and electronic technicians working on the City's building automation system (energy management and HVAC operation), fire systems, and/or security systems, depending upon assignment. This is accomplished by performing advanced analysis, design, installation, programming, maintenance, and troubleshooting of multi-site, integrated HVAC, fire and security systems. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

Essential Functions for the Building Automation System Assignment (energy management (EMS) and HVAC operation):

#	Code	Essential Functions
1	L	Provides technical advice to Facilities Operations Technicians, including handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases.
2	M	Troubleshoots and maintains software on the city-wide energy management system, hardware and monitors, and diagnoses network connectivity issues.
3	M	Utilizes multiple programming languages to modify programming at a controller and supervisory level. Installs and updates software on the city-wide energy management system.
4	L	Designs, programs and modifies systems displays for the Building Automation System network; develops a functional database structure for the Building Automation System and upgrades the database as required.
5	L	Tests, diagnoses, programs, calibrates, and repairs electrical and electronic instrumentation devices, motors, machinery and equipment.
6	S	Researches new methods and equipment; prepares written reports, attends technical training and operational and Capital project meetings.

Essential Functions for the Fire and Security Systems Assignment:

#	Code	Essential Functions
1	L	Provides technical advice to Facilities Operations Technicians, including handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases.
2	M	Troubleshoots and maintains hardware and monitors and diagnoses network connectivity issues of Facilities' City Security Segment. Troubleshoots and maintains hardware and monitors and diagnoses Fire Alarm system connectivity
3	S	Installs, inspects, maintains, & replaces all fire and security system components
4	S	Schedules and monitors all contracted repairs and inspections of our Fire and Security systems including, but not limited to: fire extinguishers, fire alarms, suppression hoods, sprinkler systems, automatic electronic defibrillators, magnetic locks, electric latches, readers, and cameras.
5	L	Designs, programs and modifies systems displays for the Fire and Security System network; develops a functional database structure and upgrades database as required.
6	L	Tests, diagnoses, programs, calibrates, and repairs electrical and electronic instrumentation devices, motors, machinery and equipment.
7	S	Researches new methods and equipment; prepares written reports, attends technical training and operational and Capital project meetings.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	4-6 years experience. Considerable previous experience required in the same or similar previous positions. The job requires an expert or journey level of knowledge of common and uncommon techniques, concepts, methods, practices, procedures, use of forms, routines, etc., of an extremely complex nature.
Education	Two year college program or equivalent combinations resulting in accumulation of similar knowledge or skills.
Technical Skill	Advanced technical skills. Work requires advanced skills, specialized knowledge, and extensive expertise in approaches and systems.
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy. Improper handling would cause problems in relationships. Work

	involves occasional contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an occasional requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	The job requires some accountability for scheduling, assigning or coordinating work. Employees check the quality of work and provide guidance to others. Although the job does not require formal or official supervisory responsibility the incumbent serves as a lead or acts in a lead role. In addition, the employee may be expected to provide information or suggestions on others' performance.
Accountability	Decision/action situations have a moderate impact on the organization. Errors are usually detected after the fact and may result in significant interruption and delay in work output and may have a moderate impact on resources within a department. Errors may have an impact on other departments and external relationships.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration an noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsible for personal performance as a source of serious safety risk. Work involves the use of hazardous tools, equipment and/or materials OR ensuring organizational compliance with rules, procedures and legislation for safe operation of facility, safety and development of safe work procedures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Arizona Class “D” Drivers license upon hire. EPA Universal Certification for the building automation systems assignment and a NICET I Certification For the Fire and Security Systems assignment. Limited Police Department Background Check.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "M"-				
Sedentary	Light	Medium **X**	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files
Carrying	O	Supplies, files
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	O	Stairs, step stools
Balancing	F	On step stools
Vision	F	Reading, computer screen, driving
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, Microsoft Office, Hansen, Niagra Workplace Tech & Pro, EMS Network server, controllers, terminal devices, vehicle, variety of hand tools, small power tools, building automation servers and various diagnostic instruments

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never

-Health and Safety Factors-			-Environmental Factors-	
Mechanical Hazards	O		Respiratory Hazards	N
Chemical Hazards	R		Extreme Temperatures	S
Electrical Hazards	O		Noise and Vibration	M
Fire Hazards	R		Wetness/Humidity	S
Explosives	R		Physical Hazards	W
Communicable Diseases	R			
Physical Danger or Abuse	N			

PROTECTIVE EQUIPMENT REQUIRED:

Electrical shock PPE, safety footwear, safety glasses, hard hat, face shield, gloves, non-conductive mat.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see below)	X
Recreation/Neighborhood Center		All City buildings inside and out.	X