Job Title: HVAC & Digital Control Technician I

BCAT Code: 091X37
Pay Grade: G13  FLSA Status: Non-Exempt
Effective Date: January 1, 2012
Revision Date: July 1, 2013

General Description
Assists the Heating, Ventilation and Air Conditioning (HVAC) and Digital Controls Technician II and Mechanical Engineer II in the maintenance and repair of all assigned buildings and laboratory HVAC control systems.

Examples of Duties
- Assists zone maintenance in the performance diagnostic testing of HVAC systems controls, such as chillers, boilers, pumps, primary air handling systems, terminal unit controllers, and humidity controllers.
- Assists zone maintenance in the performance diagnostic testing of laboratory control systems, such as fume hoods, venture valves, pressurization controls and tracking system components.
- Keeps track of labor hours and material usage in the department.
- Performs regular and preventative maintenance on the Building Automation System (BAS) for both the HVAC and the laboratory control systems.
- Assists contractors with warranty calls.
- Manages the BAS systems generated alarms and records the data.
- Assists zone personnel in control issues.
- Assists in the maintenance and troubleshooting repair work of pneumatic control systems.
- Converts pneumatic systems over to Direct Digital Control (DDC) HVAC control systems.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of electrical and mechanical, HVAC and BAS systems, chillers, boilers, and controller systems, basic computer operations and software, AutoCAD, etc.
- Knowledge of Siemens Apogee DDC control systems and Johnson control Metasis systems.
- Knowledge of large laboratory building ventilation systems, steam boiler plant operations, and maintenance.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, pay attention to detail, train and supervise staff, lift up to 50 pounds and exhibit excellent customer service, and interpret building drawings.

Minimum GSU Hiring Standards
High school diploma or GED and four years of related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.