



Job Title	Controls Specialist I, II, III	Job Code	FS0728, FS0729, FS0751
Pay Plan	USPS	Pay Grade	17, 18
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Maintenance

Job Family & Subfamily Summary

Facilities Professionals Plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Maintenance Professionals Performs a broad range of duties essential to efficient, effective, and safe operation of facilities and services within and across the university.

Job Summary

Coordinates with contractors to ensure proper installation and monitors quality control. Provides support needed for building commissioning activities.

Representative Duties

1.
 - Performs commissioning activities on new and retrofits projects
 - Installs building controls for retrofit and new construction projects
 - Performs troubleshooting and diagnosis of HVAC issues and directs corrective workflow through the campus Computerized Maintenance Management Software (CMMS)
 - Performs proactive work orders
 - Reports mechanical issues to the appropriate maintenance team for correction
 - Operation and maintenance of building automation systems
 - Create and modify building automation programming and graphics
 - Use MEP drawings to assist with troubleshooting

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Outside of a standard office environment with specific physical demands, with occasional standard office environment

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 2+ years of relevant work experience
- Work is closely supervised
- Problems faced are typically difficult and/or complex
- Explains facts, policies and practices related to job area

Level II

- 4+ years of relevant work experience, and 2-year associates degree in related field or BAS Factory certification
- Works independently with general supervision
- Problems faced are typically difficult and/or complex
- May influence others within the job area through explanation of facts, policies and practices
- Proficiency in reading and interpreting MEP drawings

Level III

- 6+ years of relevant work experience, and 2-year associates degree in related field or BAS Factory certification
- Works independently with general supervision
- Problems faced are typically difficult and/or complex
- May influence others within the job area through explanation of facts, policies and practices
- Proficiency in reading and interpreting MEP drawings
- Ability to write code, create graphics, add and delete points, and manage network configuration for building automation systems

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.