



Job Specification

Job Title: HVAC & Digital Controls Technician
BCAT Code: 710X BV
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Responsible for the inspection, preventive maintenance, minor system modifications, installation, and repair activities of assigned building electrical/mechanical, plumbing, and pneumatic systems such as HVAC control systems.

Examples of Duties

- Inspects, maintains, repairs, and operates building automation system (BAS).
- Performs routine preventive maintenance on energy management control components.
- Provides cost estimates and proposals for contracted materials and services.
- Installs and modifies application of manual or digital control systems.
- Inspects, troubleshoots, maintains, repairs, and operates HVAC systems.
- Performs diagnostic tests on boilers, chillers, pumps, humidity controllers, terminal unit controllers, etc.
- Assists in maintaining accurate building files, drawings, records, and operational steps.
- Performs other HVAC, electrical, and mechanical related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of electrical and mechanical, HVAC, BAS, chillers, boilers, DDC, and controller systems, basic computer operation and software, AutoCAD, etc.
- Ability to multi-task, pay attention to detail, train & supervise staff, lift up to 50 pounds and exhibit excellent customer service, and interpret building drawings.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and two years of related experience; or a combination of education and 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.