

# University of Houston – Clear Lake

## Position Description

Job Title: **Building Automation Specialist**

Job Code: **6638**

Pay Grade: **180**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or equivalent.	
Experience	Ten years experience in Building Automation & Industrial Controls, exposure to construction & industrial environment, standard office equipment and specialized instrumentation. Experience writing programs in various languages. Past experience with graphic driven menus.	
License/Certification	Universal EPA Certification, Siemens Master Operator Curriculum Certificate, Siemens Master Programmer Curriculum Certificate, Honeywell EBI Operator & Administrator HVAC Certificate.	

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

Position is responsible for the implementation and management of the campus building automated control system and firmware. Assures the accomplishment of all software programming functions. Monitors data from systems, develops reports and offers solutions and alternatives to management on energy management. Performs detailed inspections of operating equipment, personnel activities and plant facilities as necessary. Installs, troubleshoots and repairs controls and equipment. Reads, draws, and interprets electrical, pneumatic, mechanical, and HVAC schematics, one line diagrams and control sequence of operations. Reads, writes and interprets programming in order to diagnose sequence problems. Diagnoses complex control problems. Must perform functions on live circuits and in operating controls enclosures.

Duties and responsibilities	% Time
Monitors, maintains and upgrades the applications and communications of the building automated control system firmware.	20
Trains all operators on system operations.	20
Monitors the efficiency of energy management operations, detecting, where possible, equipment failures and provides accommodations to management on alternatives and/or upgrades.	15
Responds to and interprets the status of system condition alarms. Advises operators of operating or environmental limit changes, equipment cycles and new programming. Serves as technical advisor to management on upgrades and new system components, to HVAC systems including direct digital controls.	15
Assists in the repairs of other HVAC components as needed. Performs research and development	15

for new hardware and software components.	
Assumes supervisor duties when supervisor is on leave. Perform duties of Operator/Mechanic, and other duties as assigned.	15

***This position description describes the general qualifications, duties and responsibilities of work being performed.***