

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Energy Management Computing Systems Operator

Unit: Maintenance & Operations

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Job Code: E1300
Original Date: 08/1983
Last Revision: 04/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 34

DEFINITION

Under the direction of a District Facilities Supervisor-HVAC/Electric, control the operating hours of heating, air conditioning, and ventilation equipment on a computerized Energy Management System; provide lead direction and technical expertise to Maintenance Workers – HVAC/Electrical, Mechanics, and Technicians.

EXAMPLE OF DUTIES

1. Operate a centrally-controlled, computerized Energy Management System, including terminals and printers; modify parameters through software to control heating and air conditioning equipment; may communicate with the Energy Management System during non-working hours to monitor HVAC system performance and adjust controls.
2. Provide work direction and training to Maintenance Workers – HVAC/Electrical, Mechanics, and Technicians; inspect sites and completed work; perform or serve as technical resource on the more difficult HVAC work concerning the Energy Management System.
3. Operate various testing devices to locate defective parts of a centrally-controlled, computerized Energy Management System, including circuit cards and computer software.
4. Schedule and conduct preventive maintenance on computer and associated equipment on heating, ventilation, air conditioning, and air compressor.
5. Maintain logs and a variety of records on computerized maintenance management systems.
6. Estimate time, materials, and costs of repairs and maintain appropriate records. Review plans and specifications for new and remodeled buildings.
7. Maintain liaison with vendors and district staff; promote energy consumption awareness within the District.
8. Inspect, disassemble, diagnose, repair, maintain, and service ventilation, air conditioning, and heating systems and equipment.
9. Maintain, monitor, and develop energy management data for all district utility costs. Make recommendations and implement district energy management program.
10. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic understanding of computers.
- Energy Management Systems and methods of operations.
- Health and safety regulations.
- Oral and written communications.
- Proper operation of HVAC equipment.
- Record-keeping techniques.
- Technical aspects of field of specialty.
- Tools, methods, materials, and terminology used in maintenance and repairs.

Skills and Abilities:

- Establish and maintain effective working relationships with others.
- Estimate scope and cost of work assignments.
- Maintain records.
- Maintain, operate, and repair a centrally-controlled, computerized Energy Management System.
- Read and interpret blueprints.
- Understand and follow oral and written directions.
- Utilize required tools and equipment safely and skillfully.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: two years of college with a major in computer science, energy management, or related field plus one year of journey level experience in repair and maintenance of heating and air conditioning equipment.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Inside and outside. Travel from site to site.

Work Day:

Persons in this class may be required to accommodate a flexible work schedule, including night work, call back, and weekends as necessary.