



# City of Tempe

## FACILITIES TECHNOLOGY SPECIALIST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	230	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$25.097596
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$33.881731
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Building Equipment Technician II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Skilled Craft

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general supervision from the Facilities Maintenance Manager, or from other management staff as needed.

Exercises functional and technical direction over other facility maintenance staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of work experience as a skilled electrician in HVAC operations and maintenance; maintaining a computer based HVAC system; and an energy management/building controls program.
<i>Education:</i>	Equivalent to completion of an Associate's Degree directly related to the core functions of this position or formal specialized training in direct digital controls, electronics and/or energy management.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid driver's license.</li> <li>• Accredited training and/or certifications in building commissioning, HVAC, digital controls, refrigeration, Hirsch operations, energy design strategies, fire alarm system and Delta control systems preferred.</li> </ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, develop and maintain databases specific to control systems including computerized, electronic, microprocessor, and pneumatic based automated controls for City facilities; and to coordinate and administer the

installation, training/education and operation for all computerized/automated building and energy management systems.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Plan, recommend, design and implement solutions to building problems using computerized/automated technology; develop and implement standards and specifications for the construction, operation and maintenance of computerized/automated building systems. Customize system utilizing complex programming, specify equipment standards and specifications;
- Coordinate programs and monitor the operation of computerized/automated building systems such as Energy Management Systems, HVAC controllers, card and keypad access controls, lighting controllers, burglar alarms and fire alarms; diagnose and repair malfunctioning computerized/automated building systems; evaluate current programs and recommends modifications for improvement of HVAC; review plans and provide suggestions and feedback to design engineers during the design phase of projects;
- Manage and administer security card access databases, video system database, and energy efficiency systems;
- Manage broad system evaluation, conduct systems upgrades and improve functionality and system energy efficiency;
- Provide solution support for fiber optic communication and implement wireless mobile solutions for remote accessibility;
- Review plans and provide input and specification requirements based on standards, facility requirements and system compatibility;
- Perform analysis collaborating with management, staff, and internal customers to determine desired technological goals, priorities and resources;
- Create operation manuals, instructional software, and analytical system documentation; create and conduct multimedia training for management personnel and technicians in the use and functionality of user integration;
- Provide continuous support for City and contracted personnel in the proper system use and functionality;
- Train and assist others in the operation and repair of computerized/automated building systems; coordinate the use of office information system resources, networks and communication systems resources and networks with computerized/automated building systems;
- Design and develop plans and specifications for new HVAC, computerized/automated systems, and security related equipment purchases related to new construction projects;
- Provide high level of technical assistance and troubleshooting expertise;
- Plan, develop, implement and maintain computerized/automated databases; implement upgrades to computerized/automated building systems; provide technical direction and support to the Engineering Section involving the management of construction projects containing computerized/automated building systems;

- Evaluate the effectiveness of current energy management strategies and building automation controls;
- Analyze data, evaluate, test, install, reconfigure, upgrade, program and conduct cost analysis of energy management systems and computerized/automated systems;
- Provide technical data, specification, facility requirements, as-built plans, component requirements, building/security access, and oversight to contract personnel and design engineers in the evaluation stages of new facility systems and upgrades;
- Participate in the evaluation and selection of new and replacement hardware and software for computerized/automated building systems;
- Promote workplace safety awareness and understanding of potential workplace hazards and assist with the necessary training to avoid such hazards; provide technical training and oversight concerning potential equipment hazards and their related potential; and participate in safety initiatives;
- Work special events and be available on call, as necessary;
- Monitor and ensure systems meet business and performance needs;
- Oversee various contracts, schedules and contracted staff;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles (i.e. service trucks and vans);
- Use power tools (i.e. drill motors);
- Use tools (i.e. screwdrivers and wrenches);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

#### COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective October 1996*

*Revised/renamed December 2001*

*Revised December 2006*

*Revised March 2008 (Update Supervision Received Section)*

*Revised April 2013 (Job Duties and MQ's)*

*Revised October 2015 (Update job title, purpose statement, and essential functions)*

*Revised December 2016 (added physical and/or mental activities)*