

Energy Management HVAC Specialist - BOCES Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Approved: BOCES Board Action

Revised: 5/18

By: DB, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in the installation, maintenance, repair and operation of complex commercial and/or institutional HVAC, plumbing, electrical or controls systems **OR** completion of a formal HVAC apprenticeship program; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with a certificate or Associate's Degree in air-conditioning, heating and refrigeration tech or a closely related field **AND** possession of journeyman certification (equivalent to five years) **OR** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in the installation, maintenance, repair and operation of complex commercial and/or institutional HVAC, plumbing, electrical or controls systems; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** completion of an apprentice program and possession of journeyman certification (equivalent to five years) **AND** an additional two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the installation, maintenance, repair and operation of complex commercial and/or institutional HVAC, plumbing, electrical or controls systems; **OR**

(d) Any equivalent combination of training and experience equal to or greater than the limits of (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE: Five years of hands-on experience in the HVAC field will be considered equivalent to the journey level of experience specified in above.

SPECIAL REQUIREMENTS:

1. Must possess a valid NYS Driver's License with a good driving record at the time of appointment and maintain such license for the duration of employment.
2. Candidate should possess a record of on-going training and a Universal EPA CFC certification at time of appointment or be qualified to obtain one within one year of appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a skilled technical service position in which the employee works with district facilities management and maintenance staff to optimize HVAC, controls and related systems to ensure energy efficient and reliable operation. The Energy Management HVAC specialist will also be involved in delivering HVAC related training for district staff. The work is performed under the general supervision of the Energy Management Coordinator, with leeway allowed for independent judgment and decision making. The Specialist will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Coordinate HVAC related projects for districts
- Troubleshoot boilers, chillers, cooling towers, AC systems, pumps, air handling systems and related controls (pneumatic and digital)
- May be called upon to troubleshoot a variety of low, standard and high voltage electrical equipment
- Retro-commissions HVAC and other building related systems
- Assist district personnel in developing and maintaining a structured preventive maintenance system

- Investigates and recommends new techniques for installations and repairs
- Identify, suggest and assist district personnel in implementing HVAC related energy conservation measures
- May be required to access roofs, crawl spaces, attics, basements and confined or isolated areas
- Coordinate and assist in delivering training related to preventive maintenance, operating BAS and other skills related to efficient HVAC operation

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the installation, repair, maintenance, and operation of HVAC, plumbing, controls, and related systems;
- Thorough knowledge of the principles, practices, terminology, and safety precautions used in the operation and maintenance of large complex HVAC and plumbing systems, auxiliary equipment and controls;
- Good knowledge of the methods, materials, and diagnostic tools and equipment used in the operation, maintenance, and testing of large complex HVAC and plumbing systems, auxiliary equipment and controls;
- Good knowledge of refrigerant usage and safe storage practices;
- Good knowledge of the practices, tools, and terminology of the electrical, carpentry, and painting trades;
- Working knowledge of code, life safety, and indoor air quality issues as it relates to HVAC and plumbing work;
- Working knowledge of job safety standards (OSHA, etc.)
- Working knowledge of CMMS, and BAS applications;
- Working knowledge of basic computer programs (i.e., Excel, MS Word, MS Outlook);
- Ability to develop and deliver presentations for one-to-one trainings and or group instruction
- Ability to analyze, diagnose, troubleshoot, and problem solve complex technical problems, and develop solutions to problems as they arise;
- Ability to effectively service multiple clients and projects concurrently;
- Ability to re-prioritize workload to accommodate schedules and other emergencies;
- Ability to understand and carry out oral and written directions;
- Ability to read and interpret technical manuals, wiring and piping schematics, mechanical and architectural plans, and specifications;
- Ability to work cooperatively and effectively with management and staff of the various school districts, service providers and vendors
- Ability to use video display terminals to manage and update building operating systems (i.e., BAS);
- Ability to develop and maintain cost, inventory, maintenance, equipment, and work order records
- Ability to work under adverse conditions - risk exposure to asbestos, toxic vapors, heat, cold, height and accumulated dust;
- Ability to ascend and descend heights (i.e., climb stairs and ladders, personnel lifts, etc.) and have agility and freedom of movement;
- Ability to move easily in confined spaces. Must be able to wear a respirator;
- Ability to add, subtract, multiply, and divide as used in mathematical formulas;
- Possess strong customer service skills.
- Dependability, initiative, resourcefulness, and good judgment are required;
- The employee's physical condition shall be commensurate with the demands of the position (i.e., ability to lift 70 lbs.)

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