



AN EQUAL OPPORTUNITY EMPLOYER

## Harford County Public Schools

Human Resources Office  
102 S. Hickory Avenue, Bel Air, Maryland 21014  
Telephone 410-588-5238

### PERSONNEL VACANCY

### PLEASE POST

### AUTOMATED BUILDING SYSTEMS TECHNICIAN I

#### LOCATION:

Facilities Management Department

#### POSITION SUMMARY:

To support all Harford County Public School buildings through a thorough understanding of HVAC equipment and systems. Proactively responds to potential equipment, indoor air comfort, and energy cost savings issues.

#### ESSENTIAL FUNCTIONS INCLUDE:

*These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- ▶ Diagnoses, repairs, and retrofits complex control systems requiring extensive knowledge of HVAC systems, a variety of electronic and digital control systems and the ability to test and write modifications in multiple system software languages.
- ▶ Diagnoses and takes appropriate corrective action for communication links between field hardware and centralized computer network systems for both energy management equipment and fire alarm systems.
- ▶ Provides solutions to complex control system problems either by troubleshooting the systems or advising others on how to resolve problems.
- ▶ Communicates with school-based personnel, Facilities Management department personnel and service contractors regarding data gathered and site assessments. Provides field evaluations for retrofits, upgrades and/or enhancements to existing equipment. Assists both the Planning and Construction and Facilities Management departments' personnel with technical recommendations for retrofits, renovations and new construction projects.
- ▶ Supervises and directs the field personnel of contractual service providers to ensure proper installation and operation of equipment.
- ▶ Attends contract service, engineering design, and project meetings; provides input for future projects and conveys any suggestions or concerns regarding current operating equipment.
- ▶ Coaches, supports, and provides field training for the mechanical work force and school-based personnel on a full range of control systems. Assists with the administration of required user identification and passwords for control system security.
- ▶ Purchases and maintains inventory of parts and equipment necessary for the installation and repair of HVAC control and fire alarm systems.
- ▶ Performs other work-related duties as assigned.

#### SALARY:

Grade 11 of the American Federation of State, County and Municipal Employees (AFSCME)  
12-Month Employee Salary Schedule (\$44,435)

#### REQUIREMENTS:

- ▶ High school diploma or GED, preference may be given to individuals with an associate of arts degree from an accredited college or university in electronics, mechanical systems, computer technology, HVAC, or 60 college credits beyond a high school diploma with an emphasis in computer technology. Three years experience servicing electronic, low voltage, and/or mechanical systems may be substituted for the associate of arts degree.
- ▶ Must be available to respond to after hour emergency calls and must be willing to work a flexible work schedule as necessary.
- ▶ Must have a broad knowledge of HVAC and energy management systems with the advanced computer skills and general knowledge of programming, networking, and database management related to control systems.
- ▶ Willingness to pursue and maintain a low voltage electrical license.
- ▶ Must hold or be able to obtain a refrigerant recovery license.

- Physically able to perform the functions of the position, with or without reasonable accommodations, including lifting equipment weighing up to 70 pounds and the ability to access crawl spaces, penthouses, and other mechanical equipment locations.
- Able to read and interpret mechanical, control, and sequence or operation drawings.

**DEADLINE:**

Applications must be returned to the Human Resources Office no later than Wednesday, September 15, 2010. A resume will not be accepted in lieu of an application.

**APPLICATION:**

Applications are available on-line at [www.hcps.org](http://www.hcps.org) or may be obtained at any Harford County Public Schools location or the Human Resources Office.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.

**September 1, 2010**