



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 3/22/2024

Specialist, Building Automation

Pay Scale: B

Level: 7

FLSA Status: Non-Exempt

Job Family: Energy

Primary Location: Facilities Services

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

This is technical facilities maintenance work in operating Building Automation Systems (BAS) in support of school facilities. An employee in this class is responsible for scheduling the heating/cooling of school facilities equipped with BAS, off-site monitoring and control of facility mechanical and electrical equipment using remote computer monitoring equipment, and programming/maintaining the BAS set points following operating procedures established by Facilities Services and system requirements provided by the different BAS system equipment manufacturers. The work is performed under the functional supervision of an Energy Education Specialist and is primarily at a service desk with multiple computer-based building automation systems operating simultaneously.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Remotely monitors Building Automation Systems in the schools to check equipment for proper operations and notifies appropriate maintenance technicians when a problem is found
- Responds to telephone calls for assistance from HVAC technicians in the field, communicates status of equipment, troubleshoots equipment to find problems
- Monitors facility heating/cooling operations and makes system adjustments as necessary to maintain efficient energy use and/or in response to requests of facility users
- Programs and maintains the BAS systems following manufacturers' programming and maintenance instructions
- Programs facility use schedules in BAS systems to ensure HVAC and lighting systems are operational to support scheduled school and community use activities after normal school hours
- Implements system adjustments for holidays and unscheduled weather events to set buildings into an unoccupied mode for energy conservation
- Provides recurring reports on facility use and analysis of system operations to identify opportunities for increased energy savings

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Licenses and Certifications

Knowledge, Skills and Abilities

- Specialized training on Building Automation System software preferred
- General knowledge of the methods and practices of the heating/cooling trade; of the tools, equipment, and materials used in the trade
- Ability to operate and maintain a building automation system; to learn and apply different manufacturer programming and maintenance procedures
- Ability to use the tools, equipment, and materials of the trade safely and efficiently; to communicate effectively; to work cooperatively with others

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Essential Personnel

Employees who perform the responsibilities of this position for the Department of Support Services are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual

orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), LCPS is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.