



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(date)

POSITION: BUILDING AUTOMATION SYSTEMS SPECIALIST

LOCATION: DEPARTMENT OF SCHOOL FACILITIES

JOB SUMMARY: The Building Automation Systems Specialist is responsible for operating Calvert County Public Schools' energy management systems, working with associated trades to (re)commission building control systems, maximizing energy conservation through efficient scheduling of equipment and ensuring the comfort of all building occupants.

REPORTS TO: Director of School Facilities

KNOWLEDGE, ABILITIES, AND SKILLS: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. Five years of controls/building automation systems experience; OR, four years of controls/building automation systems experience AND completion of a related technical training program equivalent to one year; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Position may require Chloroflourocarbons (CFC) Certification upon employment.
2. Demonstrated management, leadership, and human relation skills.
3. Ability to assist in the conservation efforts of Calvert County Public Schools' students and employees.
4. Ability/skill to communicate effectively both orally (public speaking) and in writing.
5. Have knowledge of local, state, and federal policies pertaining to energy management and conservation.
6. Have working knowledge of Microsoft Office programs, with proficiency in Excel and Word.
7. Training certification and working knowledge of BACnet, Jave, and Niagara, etc.
8. Knowledge of heat transfer and fluid flow and the application of mechanical devices used for delivery of ventilation, steam, chilled water, hot water, and humidification.
9. Knowledge of air and water balance procedures.
10. Ability to read and interpret blueprints, flow charts, schematic, and ladder diagrams, and control sequences, which may also involve various software languages and formats.
11. Ability to analyze complex control sequences and resulting operations, and to develop innovations that solve difficult technical problems.
12. Skill in dealing with building occupants, contractors, and consultants.
13. Ability to acquire, through training and on the job experience, specialized knowledge in rapidly changing technology and applications.
14. Skill in use of personal computers.
15. Skill in instrumentation and calibration techniques.
16. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
17. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

1. Collaborates with the Director of School Facilities or designee on the operation and scheduling of the school system's building automation and energy management systems.
2. Assists in coordinating the efforts of all school employees regarding energy and conservation matters.
3. Plans, develops, and manages the energy and utilizes management program to implement a comprehensive energy conservation program.
4. Develops and implements strategic plans to achieve reductions in energy consumption.
5. Optimizes the efficient energy use and cost oat facilities through the review and analysis of utility consumption information and operation data.
6. Monitors and calculates energy savings at facilities, including energy savings incentive programs.
7. Stays abreast of current technologies and trends in energy and utilities management to conserve energy and reduce consumption.
8. Coordinates with and provides expertise in areas concerning energy and utilities management programs.
9. Operates building automation systems and air conditioning controls, using various operator workstations, computers, digital interface units, and standard HVAC tools of the trade.
10. Inspects, monitors, evaluates, and adjusts mechanical systems performance for proper and efficient operation including pumps,

- fans, valves, dampers, terminal units, heat transfer equipment, fluid flow conditions, and air and water system balance.
11. Provides analytical assistance concerning mechanical systems in buildings.
 12. Responds to emergency and routine service calls to provide restoration of mechanical systems operation and controls with a minimum of downtime.
 13. Promotes, builds, and maintains good relations with schools; keep supervisor informed of needs, systems status, and actual or potential occupant problems.
 14. Provides recommendation on equipment/systems operation and modification for energy conservation, efficiency, and reliability.
 15. Performs emergency connections to neutralize alarm conditions and restore proper operation.
 16. Thinks, concentrates, and interacts positively with others.
 17. Comes to work regularly and promptly.
 18. Works under stress and meets deadlines.

OTHER JOB DUTIES: (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by the Director of Facilities or designee. Currently requires some night, weekend and holiday overtime work.

PHYSICAL DEMANDS: Position requires significant periods of stand and walking and is performed in a typical school environment.

UNUSUAL DEMANDS: May be subject to a flexible work schedule.

FLSA STATUS: Non-exempt.

TERMS OF EMPLOYMENT: Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE: Application deadline is (date) at 4:30 p.m.

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity to meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.