

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: BUILDING AUTOMATION SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 3087

UW Job Family: 62 – Crafts/Trades

SOC Code: 49-9021

FLSA: Exempt

Pay Grade: 25

Date: 10-1-07 (revised 5-15-08)

JOB PURPOSE:

Integrate, optimize and expand heating, ventilating, and air-conditioning (HVAC) controls, security, fire alarm, access control, lighting control and elevator management systems. Provide consultation to control specialists, technicians and management; troubleshoot and solve system problems; and work on complex building automation systems to control and maximize University resources. Design and program software, integrate new technologies and manage the allocated budgets for building automation systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Integrate, program, document and control existing building automation systems including, but not limited to, HVAC controls, security, fire alarm, access control, lighting control and elevator management systems (hereafter referred to as building automation systems).
- Design, program, and implement building automation systems, system expansions and system modernization.
- Verify proper installation, operation and calibration of building control devices.
- Troubleshoot problems with building automation systems and coordinate solutions with outside contractors and/or in-house technicians and specialists.
- Consult and collaborate with tradespeople and engineers on technical issues to ensure that maintenance and installations are planned efficiently and implemented effectively.
- Provide technical support and guidance to controls shop and other departments.

SUPPLEMENTAL FUNCTIONS:

- Maintain computer proficiency through professional meetings, seminars, and conferences and investigate new advancements in associated technology.

- Participate actively as part of a team to train technicians and specialists, share information and offer building system solutions within Physical Plant and, as appropriate, with other departments/divisions.

COMPETENCIES:

- Analysis/Problem Identification
- Collaboration
- Delegating Responsibility
- Meeting Membership
- Initiative
- Individual Leadership
- Ability to Learn
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Valid driver's license.**
- **Some positions may require Low Voltage Electrical license or Wyoming Limited Technician HVAC license; this will be noted in the advertisement.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Heating, venting, refrigeration, and air-conditioning (HVAC) control strategies.
- Computer Science principles, theories, and concepts.
- HVAC, alarm and security computer applications.
- Computer hardware and I/O devices.
- Computer systems operation and network administration at the enterprise level.
- Construction practices and principles applicable to automated building systems.
- Design, installation, compatibility and connectivity of automated building systems.
- Maintenance of, and enhancements to, advanced computer programs/systems related to building automation systems.
- Business practices including providing consulting services, developing client partnerships, and understanding business processes related to building automation systems.
- Contract document construction/bid procedures and project management related to building automation systems.
- Thermodynamic principles and psychometric relationships.
- Problem resolution techniques and methods for the applicable trade.

- Cost estimating methods. Computer software applications including AutoCAD, Microsoft Office, Outlook, Internet Explorer, and Exchange.
- Applicable Federal, State, local, and University rules, regulations, electrical, building and construction codes.
- Safety rules and protocol for safe equipment operation and personnel protection.
- Training methods and techniques.

Skills and Abilities to:

- Maintain and configure Johnson Control Metasys software, and a demonstrated ability to program networked Johnson Control hardware.
- Design control systems from complex sequences of operations.
- Design advanced systems and/or programs related to building automation systems.
- Diagnose and resolve advanced or complex programming/system problems related to building automation systems.
- Diagnose and resolve advanced network operation problems at the enterprise level as it relates to building automation systems.
- Write, test, modify, and maintain advanced computer programs/systems related to building automation systems.
- Provide consulting services related to building automation systems.
- Develop client partnerships related to building automation systems.
- Understand advanced construction practices and procedures applicable to building automation.
- Communicate verbally and in writing with multiple parties of varying skill levels on a range of complex construction and building automation subjects.
- Translate technical information into user-friendly program documentation.
- Interpret processes, flow charts and schematics.
- Test advanced data processing equipment and computer system applications related to building automatic systems, and recommend purchases for such systems and components.
- Construct contract documents; bid and manage projects.
- Follow safety rules and applicable Federal, State, local and University regulations and codes.

WORKING CONDITIONS:

Office and field environments. May be exposed to hazards of electrical trade including various electrical equipment, tools, and high and low voltage. Travel to campus or other University work sites.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.