

# Energy Management Technician I

## Position Details

Class Code: 7205

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, installs, operates, schedules, and performs preventative/reactive maintenance on energy management systems (EMS), heating, ventilation, air conditioning, and refrigeration (HVACR) systems, and associated controls, hardware, and software.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates multiple computers and EMS to provide safe, comfortable learning environments while considering energy conservation-and equipment life.
2. Troubleshoots mechanical, electromechanical, and electronic control system malfunctions; replaces or repairs malfunctioning components (relays, printed circuit boards, etc.).
3. Proactively and reactively identifies faulty components; repairs or instructs field personnel in repairing EMS and HVACR systems.
4. Uses computer applications to assist in managing total EMS; provides technical assistance in addressing system faults of HVACR, lighting, and other related equipment.
5. Designs and installs electromechanical/network connections required to interface between existing equipment and the EMS.

6. Integrates life safety and HVACR systems with the EMS per local, state, and federal life safety codes.
  7. Inspects EMS and HVACR items under warranty (new schools, modernization projects, etc.).
  8. Instructs Clark County School District (CCSD) staff on operational procedures for newly-installed EMS and HVACR equipment.
  9. Routinely cleans and services equipment.
  10. Installs data collection/control devices and associated electrical networks.
  11. Isolates, identifies, and assists in repairing line problems in conjunction with telephone workers.
  12. Communicates with CCSD staff, vendors, and contractors regarding system operations and associated problems; provides remote or on-site support to test/balance providers and commissioning agents.
  13. Prepares reports and recommendations based on computer-generated data and trend analyses of facility equipment.
  14. Performs technical assistance in designing and upgrading EMS controls/equipment.
  15. Assists Facilities Asset Management in maintaining accurate as-built drawings and records.
  16. Obtains information on parts availability from vendors.
  17. Conforms to safety standards, as prescribed.
  18. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves installing, operating, maintaining, and repairing EMS and HVACR systems.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of the characteristics and limitations of centrifugal variable volume hydronic systems, reciprocal chillers, package cooling/heating systems, boilers, pumps, and air handlers.
2. Knowledge of electrical control systems applicable to HVACR and lighting equipment.
3. Knowledge of electronic and pneumatic control systems.
4. Knowledge of computerized EMS.

5. Ability to recognize, understand, interpret, and apply all local, state, and national codes/regulations, including Occupational Safety and Health Administration (OSHA), Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Electrical Code (NEC), American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), etc.
  6. Ability to learn and use various operating systems (disk operating system (DOS), Operating System/2 (OS/2), Windows, Linux, etc.).
  7. Ability to write and test modifications in multiple programming languages (computer-assisted language learning (CALL), common intermediate language (CIL), general-purpose language (GPL), PASCAL, etc.).
  8. Ability to work flexible hours/shifts.
  9. Ability to safely move heavy objects.
  10. Ability to read and interpret mechanical/electrical drawings, prints, and schematics.
  11. Ability to logically troubleshoot electrical control problems.
  12. Ability to communicate clearly, verbally and in writing.
  13. Ability to operate hand/power tools and equipment.
  14. Ability to meet predetermined deadlines.
  15. Ability to withstand heights, extreme heat, and confined areas for extended periods of time.
  16. Ability to work cooperatively with employees and the public.
  17. Ability to recognize and report hazards and apply safe work methods.
  18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) years' experience maintaining and operating HVACR control systems/equipment.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.

2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

### **Preferred Qualifications**

1. Knowledge of basic programming languages.
  2. Certification as a Universal Refrigerant Handler according to 40 Code of Federal Regulations (CFR) part 82, subpart F.
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## **Document(s) Required at Time of Application**

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Safe driving record.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD Facilities – offices and schools, mechanical equipment rooms, and classrooms.

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## **Work Environment**

### **Strength**

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone.

Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

## **Environmental Conditions**

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Hand/power tools (screwdrivers, wrenches, drills, saws, etc.), digital multi-meters, computers, printers, copiers, and fax machines.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 02/08/24
- Created: 08/20/91