

Commissioning Technician I

Position Details

Class Code: 7209

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, commissions heating, ventilating, air conditioning, refrigeration (HVACR) systems, and energy management systems (EMS). Systematically verifies and documents interconnectivity between building energy systems according to design intent and operational needs. Adjusts/maintains systems and performs/supervises repairs, as needed.

Essential Duties and Responsibilities

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

1. Organizes and leads a team of HVACR and energy management technicians, in conjunction with contractors, consulting engineers, architects, Clark County School District project managers, and other District staff.
2. Facilitates and documents construction project requirements, as directed.
3. Verifies that assigned commissioning process activities are clearly stated in all scopes of work.
4. Coordinates and assists in integrating assigned commissioning process activities into the project schedule.
5. Prepares commissioning plans describing the extent of the commissioning process; updates plans during each project phase to incorporate changes and additional information.

6. Reviews/comments on alignment between assigned design documents and project requirements.
 7. Writes/reviews commissioning process reports and organizes all commissioning team meetings, tests, demonstrations, and training events.
 8. Reviews assigned plans/specifications during the pre-design and design phases; verifies completeness, conformity with project requirements, and presence of adequate devices to properly test systems/assemblies; documents performance of each piece of equipment, system, or assembly.
 9. Coordinates all document review meetings with project managers.
 10. Formats issue logs used in the commissioning process.
 11. Verifies that system manuals meet project requirements.
 12. Oversees system and assembly testing; verifies test results and summarizes deficiencies.
 13. Coordinates commissioning team members in completing all tests.
 14. Schedules/inspects the work of Energy Management Technicians, HVACR Technicians, and contractors.
 15. Operates computers and EMS to investigate reported issues, perform repairs, and achieve balance between school comfort, energy conservation, and equipment life.
 16. Inspects and identifies conditions contributing to energy waste; recommends efficiency improvements to directors, principals, managers, custodians, and other District staff.
 17. Analyzes and provides technical assistance in identifying system faults in equipment utilizing EMS.
 18. Integrates life safety systems with HVACR equipment; ensures compatible operations.
 19. Instructs District maintenance staff in EMS operation procedures (i.e., facility sequence of operations, programming techniques, and field service routines.)
 20. Conforms to safety standards, as prescribed.
 21. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Plans, coordinates, and implements HVACR and EMS; schedules and supervises assigned staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. General knowledge of building construction.
2. Thorough knowledge of mechanical, HVACR, EMS, and associated control systems practices/procedures.
3. General knowledge of electrical systems practices/procedures.
4. Thorough knowledge of the characteristics and limitations of variable volume hydronic systems, centrifugal/reciprocal chillers, package cooling/heating systems, boilers, pumps, and air handlers.
5. Knowledge of electrical control systems as applied to cooling and heating equipment.
6. Knowledge of pneumatic and electronic control systems.
7. Knowledge of computerized EMS.
8. Knowledge of HVACR trade practices/procedures and the Environmental Protection Agency (EPA) Clean Air Act.
9. Knowledge of electrical and mechanical lock-out/tag-out procedures per Occupational Safety and Health Administration (OSHA) guidelines.
10. Ability to recognize, understand, interpret, and apply all local, state, federal, and national codes/regulations, including Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Electrical Code (NEC), Americans with Disabilities Act (ADA), American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), etc.
11. Ability to learn and use various operating systems (i.e., Windows, Linux, Disc Operating System (DOS), Operating System 2 (OS/2), etc.)
12. Ability to write and test modifications in multiple programming languages (i.e., Graphics Applications Programming Language (GPL), BASIC, etc.)
13. Ability to logically troubleshoot electrical or electronic control problems.
14. Ability to analyze facility systems and equipment energy efficiency.
15. Ability to read and interpret mechanical/electrical drawings, prints, and schematics.
16. Ability to operate hand/power tools and equipment.
17. Ability to distinguish color-coded wires.
18. Ability to gain cooperation and conformance without authority.
19. Ability to perform mathematical calculations and statistical analyses.
20. Ability to communicate clearly, verbally and in writing.
21. Ability to work independently.
22. Ability to meet predetermined deadlines.
23. Ability to safely move and relocate heavy objects.

24. Ability to work flexible hours/shifts.
 25. Ability to withstand heights, extreme temperatures, and confined areas for extended periods of time.
 26. Ability to work cooperatively with employees, students, and the public.
 27. Ability to recognize/report hazards and apply safe work methods.
 28. 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 (i.e., General Education Development (GED), foreign equivalency, etc.)
2. An associate degree from an accredited college/university in HVACR mechanical operations or engineering, and six (6) years' combined experience as a commissioning or energy management technician; or,
Ten (10) years' experience operating/maintaining HVACR control systems and equipment; or,
A combination of ten (10) years' experience as a commissioning, energy management, or HVACR technician; or,
Ten (10) years' experience as a Clark County School District Energy Management Technician I or II.
3. Successful completion of a nationally-recognized course of instruction on the commissioning process within 12 months of employment.

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 duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

1. Bachelor's degree from an accredited college/university in mathematics, computer science, engineering, or mechanical operations.
2. Knowledge of basic programming languages.

3. Certification as a Universal Refrigerant Handler according to Code of Federal Regulations (CFR) Title 40, Part 82, obtained through an approved EPA technician certification program.
 4. Certification as a Commissioning Process Provider upon successful completion of a nationally-recognized commissioning course.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Proof of completion of a nationally-recognized commissioning course as indicated above, if applicable.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities – offices, schools, classrooms, rooftops, and mechanical/electrical equipment areas.

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, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, 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, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, hand/power tools (i.e., screwdrivers, wrenches, drills, saws, etc.), digital multi-meters, air/water flow measuring devices, computers, printers, copiers, fax machines.

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: 08/08/23
- Created: 04/16/12