**Supervisor, Building Automation Standard Job Description**

**Classification Title:** Supervisor, Building Automation

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Supervisor for Building Automation Systems, under general direction, provides centralized coordination for the utilization of energy management control systems in campus facilities.

**Essential Duties and Tasks:**

**40% Building Automation and Energy Management Oversight**

* Supervises the campus building automation system (BAS) to maintain comfort and energy efficiency levels.
* Monitors energy consumption in campus facilities and identifies energy management opportunities.
* Implements specific control strategies in facilities to achieve energy efficiency and utility cost avoidance.
* Assists in establishing protocols for operation and modification of control system strategies in campus facilities.
* Participates in HVAC and control system design review and makes recommendations for growth of BAS network.

**20% Staff Supervision and Training**

* Supervises assigned staff and mentors technicians.
* Assists with training of BAS system users and monitors utilization of the system.
* Supervises the energy performance programs in select campus buildings and ensures communication with occupants.

**10% Maintenance and Compliance Support**

* Assists with maintenance and repair of control system components.
* Maintains a working knowledge of relevant regulatory issues and technological changes in facilities operations management.

**10% Project Evaluation and Coordination**

* Assists in energy project evaluation, facility audits, and budgeting recommendations for campus energy management investments.
* Monitors energy management project performance and assists with documentation of critical design of deferred maintenance problems.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Ten years of related experience with primary responsibility for facility operations management and direct responsibility for building automation and energy management systems, to include related supervisory experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of Direct Digital Control (DDC) and pneumatic heating, ventilating, and air conditioning (HVAC) controls, calibration techniques, air balancing, indoor air quality requirements, and metering of energy use.

**Machines and Equipment:**

* Computer
* Telephone
* Electronic Diagnostic Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**