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**JOB TITLE:           CONTROLS TECHNICIAN**  
**DEPARTMENT:       CONSTRUCTION**

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**JOB SUMMARY:**

Perform start-up functions on selected systems based on project plans, specifications, and other contract documents. Provide analysis of building control and HVAC system performance at an individual building level. Ensure documentation is accurate and complete. Provide project-engineering support as required. This is a non-exempt position.

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**DUTIES AND RESPONSIBILITIES:**

- Control program use, including: Trend Logs, Zones, Alarms, Reports, Back up, Graphics, minor DDC code modifications.
  - Checkout of DDC control components
  - Start up of Control and HVAC Systems
  - Commissioning of Control and HVAC Systems
  - Record and Update drawings
  - Execute field changes/directives
  - Troubleshoot component and equipment problems
  - Training (Owner and peer)
  - Assist Project Engineer with field tasks/coordination
  - Panel Construction
  - Field Documentation (As Build drawings, Check-out sheets, UL Panel Tags)
  - Manage time to complete assignments on time and within budget
  - Maintain -06A Electrical Card
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**SKILLS AND ABILITIES:**

- Strong troubleshooting skills
  - Experience with electronics and basic electrical circuits
  - Computer hardware and software skills
  - Knowledge of DDC Control Theory and Applications
  - Ability to work independently and unsupervised
  - Strong interactive skills
  - Strong communication skills
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**CREDENTIALS AND EXPERIENCE:**

- AA degree in applied technology
- Equivalent combination of education and experience
- Computer programming experience
- HVAC and/or Mechanical system experience
- Mechanical and electrical system troubleshooting experience
- Electrical-06A license