



JOB TITLE: SERVICE TECHNICIAN
DEPARTMENT: SERVICE

JOB SUMMARY:

Perform preventive maintenance, troubleshooting, and repair of computerized building automation systems. Provide analysis of building control and mechanical system performance in buildings. Ensure documentation is accurate and complete. Perform DDC controls troubleshooting. Act as liaison to customer, and electrical installer. This is a non-exempt position.

DUTIES AND RESPONSIBILITIES:

- Preventative Maintenance Tasking (Database Back-ups, Control System Analysis, Network Analysis and Optimization, Central Equipment Controls Performance Testing, Customer Training)
 - Execute Service Quoted Projects
 - Troubleshoot DDC Control and Mechanical Systems
 - Replace Failed Components as necessary
 - Consistent Communications (Supervisor, Service Coordinator, Account Managers, and Customer)
 - Carry 24 hour pager as scheduled
 - Maintain -06A Electrical Card
-

SKILLS AND ABILITIES:

- Knowledge of DDC Control Theory & Applications
 - Experience with electronics and basic electrical circuits
 - Strong troubleshooting skills
 - Computer hardware and software skills
 - Ability to work independently and unsupervised
 - Strong communications and interactive skills
-

CREDENTIALS AND EXPERIENCE:

- AA degree in applied technology
- Equivalent combination of education and experience
- Building Mechanical systems experience
- Computer programming experience
- Troubleshooting experience
- Electrical-06A license