



CLASSIFICATION NO. 480

Established: 11/00

Revised: 5/11, 7/16, 9/20

FLSA: Non-Exempt

EEO: 8

## **BUILDING SYSTEMS COORDINATOR**

### **CLASS CHARACTERISTICS**

Under direction, to oversee building control networks and automated building control systems; to research design, procure, install, and program computerized mechanical building systems, security systems, fire/life/safety systems and access controls; to oversee indoor air quality standards compliance; to troubleshoot hardware and software programs; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Facilities Management Division is responsible for the repair, remodeling, maintenance, landscaping and janitorial services for all County owned and leased facilities.

The Building Systems Coordinator oversees all mechanical and computerized systems related to HVAC and mechanical equipment, smoke detection, fire sprinklers, indoor air quality, building access control, employee panic alarms, intrusion alarms, video surveillance, elevator safety and other similar systems. Incumbents work closely with Technology Services, Sheriff's security, professional consultants, specialized equipment vendors, and service contractors to establish County needs and standards, procure equipment and monitor systems.

The Building Systems Coordinator differs from the Building Maintenance Specialist, Senior, that performs skilled and semi-skilled building maintenance, repairs and remodeling work, and oversees the work of staff and contractors on assigned projects, but does not have broad program planning and administrative support duties. It also differs from the Building Maintenance Coordinator which performs general maintenance tasks and serves as a lead classification for maintenance personnel, but does not coordinate projects and oversee work related to computerized building maintenance control systems.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Oversees, programs, and controls various building systems computer programs for set points, sequence of operation, control strategies, alarms and notifications and other operational controls; reviews and monitors controls and mechanical systems to optimize comfort, maximize building systems equipment life, operation design, safety and security; provides utility monitoring, analysis, and recommendations to improve energy consumption.
2. Oversees and coordinates various preventive maintenance programs for facility security, surveillance and building access; records and tracks all preventative maintenance for all equipment; provides labor and cost estimates; coordinates staff, equipment and materials; procures and oversees contractor services.

3. Performs skilled commercial HVAC and mechanical systems repairs, maintenance and improvement; installs and maintains equipment and systems; inspects equipment and performs repairs; applies for and obtains required permits.
4. Investigates indoor air quality (IAQ) complaints and issues; performs IAQ monitoring and system tests with specialized technical equipment or specialized contractors; oversees hazardous materials (HAZMAT) program, including Asbestos Containing Materials (ACM), lead, polychlorinated biphenyl (PCB), mildew and mold.
5. Coordinates programs and develops systems needs with various departments; meets and coordinates with other County departments, Technology Services, Sheriff's security, industry consultants, specialized equipment vendors, service contractors and various governmental agencies to evaluate needs and specify equipment.
6. Participates in budget preparations related to building systems by preparing cost estimates and recommendations; submits justifications for construction budget requests; monitors and controls expenditures for all operating and project costs; assists in the contracting request process including providing information on project scope of work, collection of bids, completion date requirements, staff report information and other required information for the contract.
7. Keeps management informed of latest available technologies for assigned systems; performs or assists with estimates of project costs; schedules projects and contractors; provides on-site systems installation oversight; ensures conformance with contract plans and specifications; monitors and controls contractors and approves contractor invoices; coordinates projects with affected County departments.
8. Leads, guides, and trains other facilities management personnel in building systems installations, repair, and maintenance.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of building control network systems; HVAC and climate control equipment, program monitoring and systems; HAZMAT requirements and Indoor Air Quality standards, tracking and monitoring; building security and access system equipment; computer programs and monitoring; general government purchasing and contracting procedures.

Working knowledge of: Mechanical, electrical, and structural schematics and blueprints interpretation; general methods, practices, and techniques of HVAC systems maintenance; materials, tools and equipment commonly used in the construction, remodeling, renovation, and maintenance of commercial structures; basic math; record keeping techniques; computer use; basic supervisory techniques; public and customer service techniques; computer control maintenance and repair.

Skill to: Plan and prepare cost estimates; organize, coordinate and functionally supervise the installation, repair and maintenance of assigned equipment and systems; manage skilled contractors, professional consultants, County staff and material vendors; read, understand and interpret facility construction plans, specifications and other contract documents; lead, train, schedule, monitor, coordinate and evaluate the work performed by facilities personnel; communicate effectively, both orally and in writing; complete and maintain accurate records;

multitask a variety of assignments by effectively prioritizing and scheduling equipment and systems work; monitor and advocate high ethical standards in the public purchasing; assist in the development of building systems budget by reviewing future possible repairs, replacements and related projects; establish and maintain effective working relationships with contractors, officials of government agencies, County employees, vendors, suppliers and the public.

### **WORKING CONDITIONS**

Duties require frequent walking, climbing, bending, kneeling and the ability to lift and carry objects. Incumbents are exposed to wind, rain, snow, dust, fumes and other irritants.

Within Finance Department's Facilities Management Division, duties require squatting, kneeling, bending, twisting, balancing, climbing, fine motor control, and the ability to lift and carry up to 75 pounds, and push/pull 100 pounds. Duties involve frequent exposure to confined spaces, loud noises, slippery and/or uneven surfaces, working at heights, and adverse weather conditions.

Incumbents may be required to provide after-hours emergency response on a call-out basis.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- State of Oregon License as Limited Building Maintenance Electrician.
- State of Oregon DEQ/OSHA approved Class III Asbestos Containing Material (ACM) Worker course/training certificate.
- Certification as an Asbestos Hazard Emergency Response Act (AHERA) Building Inspector for Asbestos is preferred.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

## **POST-EMPLOYMENT REQUIREMENTS**

Within 6 months of hire, incumbents must obtain EPA-approved CFC Certification for Type I and Type II refrigerants.