

## **GENESEE COUNTY**

### **FACILITIES AND TECHNOLOGY INTEGRATION SPECIALIST (HELP Program)**

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a highly skilled technical service position responsible for coordination, programming, troubleshooting and maintaining all HVAC mechanical systems, security systems and related systems, the incumbent is responsible for purchases, inventory and specifications related to HVAC equipment, the work is performed under the general supervision of the Director of Facilities with leeway allowed for independent judgement and decision making. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

Coordinate the Districts building control system, Eco Structure;  
Program HVAC equipment to run efficiently, respond to alarms, schedule events, instruct building and grounds staff on how to use the building controls systems effectively;  
Troubleshoot all HVAC mechanicals including but not limited to, boilers, roof top unit's (RTU), unit vent's (UV), makeup air unit's (MAU) exhaust fans, hot water heaters and actuators;  
Instruct building and grounds maintenance staff on how to troubleshoot HVAC equipment;  
Arrange for all HVAC equipment preventative maintenance schedules for building maintenance workers including step by step instructions using School Dude;  
Spec and purchase all new HVAC equipment;  
Purchase and inventory all items necessary to maintain all HVAC equipment;  
Consult on all capital projects involving HVAC plans, make recommendations based on review of relevant data;  
Oversee School Districts Security Expert door system, custom program doors and fobs;  
Install new locks and door stations where needed;  
Works with the Schools Districts Pelco Video Xpert camera system to install and program cameras;  
Works with multiple fire panel systems and instructs head custodial workers on how to use the panels and diagnose the codes;  
Manage School Dude system, assign tasks as needed;  
Assist IT in running communication wire for phones and computers;  
Maintain, monitor and manage inventory supply for Building and Grounds and IT;  
Does related work as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of building access controls, Good knowledge of IP CCTV enterprise and intrusion detection systems (IDS); Thorough knowledge of HVAC systems; Thorough knowledge of security access systems and control platforms, sensors, ADA automatic openers; Ability to troubleshoot IP networks, PC's, low voltage RS-485 networks; knowledge of methods and terminology for systems analysis, design, programming, integration and implementation; Knowledge of fire panel and camera systems; Good knowledge of computers and related data processing and data base systems; ability to communicate ideas clearly both orally and in writing; ability to work and collaborate effectively with management, professional and staff; ability to think creatively and logically.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is regularly required to walk, talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **MINIMUM QUALIFICATIONS: EITHER:**

- A. Possession of a Bachelor's degree or higher electrical engineering or engineering technology AND three (3) years of full-time, paid experience in HVAC and/or security systems, building control systems, programming, control panels, IP network, PC and low voltage troubleshooting;

### **OR:**

Possession of an Associate's degree in electrical engineering or engineering technology AND five (5) years of full-time, paid experience as described in A above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-competitive  
Adopted 11/1/24