



NEW: 07/01/2019
 Submitted: 06/11/2019

JOB TITLE:	COORDINATOR DIGITAL CONTROL SYSTEMS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8363
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in the development, installation and maintenance of the digital control systems and comfort control for the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and coordinates the activities of technicians in the maintenance, repair and installation of digital control systems
- Meets with supervisory personnel to plan and schedule heating/air conditioning unit activities
- Assigns, reviews and inspects work in progress and work completed by assigned technicians
- Works with other maintenance units in renovation projects to assure HVAC system is operational at completion of projects
- Maintains a continuing education program to stay current with all aspects of digital controls
- Contacts necessary vendors or personnel to complete emergency repairs
- Serves as resource person on new construction of digital control systems and attends and assists in the training of school personnel in the operation and maintenance of new HVAC systems
- Meets with Principals to resolve problems with equipment control
- Prepares and reviews specifications and recommendations for equipment and parts purchased for digital control systems
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D.
- Two (2) years technical school training in heating and air conditioning
- Four (4) years of successful work experience in heating and air conditioning with emphasis on digital controls
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Bachelor's degree
- Kentucky contractor's license in heating and air conditioning

Experience in a diverse workplace