



NEW:
11/28/2015

JOB TITLE:	ENERGY COMPUTER OPERATOR/DISPATCHER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8352
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Operates and monitors Energy Management System for system problems and dispatches personnel to make needed repairs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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| Assumes responsibility for start-up of Energy Management System |
| Reviews and analyzes alarms received on the energy management system for proper action |
| Operates two-way radio to dispatch HVAC and energy personnel to resolve problems |
| Operates microcomputer to maintain files on overtime (for contract), boilers, water heaters, compressor installation, air conditioners, etc. |
| Responds via telephone or radio on problems concerning HVAC equipment and service technicians |
| Process all completed work orders and distribute to appropriate supervisors |
| 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 at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.
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MINIMUM QUALIFICATIONS

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| High school diploma or G.E.D. |
| Working knowledge of HVAC and Energy Management Systems |
| Ability to make program changes and operate a microcomputer |
| Effective communication skills |

DESIRABLE QUALIFICATIONS

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| One (1) year experience in heating and air conditioning |
| Capability of reading blueprints and wiring diagrams |