



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

JOB TITLE:	COORDINATOR DIGITAL CONTROL SYSTEMS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 7
WORK YEAR:	260 DAYS
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