

## **ELECTRONICS / CONTROLS SPECIALIST**

### **MAJOR FUNCTION**

This position involves highly skilled and complex technical and computer knowledge of the operations and programming requirements of an efficient and effective Energy Management Systems for County buildings.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Installs computer software and hardware and equipment in buildings to efficiently and safely manage the energy consumption of utilities in County buildings.
- Installs, troubleshoots, and repairs heating and cooling systems, electronic circuits, pneumatic controls, electric motors and machinery controlling the heating and cooling of offices. Installs, and troubles shoots, and repairs various electronic controls such as EMS and fire alarm panels that enhance safety systems.
- Installs, maintains, and repairs fire alarm and security systems. Repair and maintain electric generator regulators and transfer switches.
- Install, maintain and repair closed circuit television systems, including production equipment used by the first appearance system at the Courthouse and Jail.
- Troubleshoot and repair specialty control systems such as the Leach System at the landfill.
- Operates a computer and works with exacting data and detailed computer circuitry, calibrating controls, programming of computers, and reading and analyzing computer data.
- Oversees design and installation of electronics controls systems in new construction. Repairs circuit boards and electronics.
- Must be able to respond to emergency and after-hours calls on nights and weekends.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs carpentry, plumbing and building construction.
- Performs maintenance on air conditioner units.
- Performs other duties as assigned.
- May provide training on electric, electronic theory, safety, radio basics, etc.

### **CUSTOMER SERVICE**

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This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Officially designated as a lead worker over one or more employees. Provides continual work guidance, review of work product, and resolution of work problems. May provide some input regarding job performance.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Associate degree in electronics, or equivalent, plus five years experience in electronic controls, HVAC, and the current components of large scale energy management systems.

#### **Licenses**

Possession of a valid Florida Driver, License.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

#### **Mathematical Skills**

- Ability to work with mathematical concepts such as inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **Problem Solving Abilities**

- Technical ability to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Can explain records and procedures to others as lead worker.

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- Requires judgment regarding use of equipment, tools or material.

### **Specialized Skills and Abilities**

- Strong technical skills in computer software, hardware, electronic and pneumatic controls.
- Ability to perform installation and calibration of direct digital control systems.
- Ability to analyze energy management systems data.
- Ability to perform board level soldering repairs.
- Ability to read and interpret blueprints.
- Ability to prepare reports, train fellow employees and communicate complex information both orally and in writing.
- Must be able to work independently and supervise other employees.
- Ability to cross train into other manual and technical fields.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

To accomplish the tasks of the position, the employee will be required to operate the following kinds of machines and equipment: computer, voltmeter, oscilloscope, soldering iron, electronic welder, torch, front end loader, and fork lift.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell, and to lift up to one hundred pounds; and will regularly be required to sit. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, and vibration; and will regularly be exposed to moving mechanical parts, high precarious places, and risk of electrical shock.

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The noise level for this environment is moderate.

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Pay Grade: 17	Status: NE
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