

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: CONTROL SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 6246

UW Job Family: 62 - Crafts/Trades

SOC Code: 49-9021

FLSA: Non-exempt

Pay Grade: 22

Date: 6-16-04 (revised 7-1-04)

JOB PURPOSE:

Troubleshoot, maintain and program networked computer control systems; interface digital systems and software with University network; program system for energy management and emergency load shedding; monitor equipment for proper performance; install regulating equipment; review construction documentation for equipment needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Install, program, commission, and diagnose application-specific controllers and multi-point controllers.
- Install, calibrate, and repair electronic, pneumatic, and pressure controllers for building automation systems.
- Install, maintain, and repair compressors, condensers, valves, controls, electric motors, chillers, cooling towers, and scientific research equipment.
- Maintain Facilities Management System for campus network, security access, database management, system modifications, and software revisions.
- Perform building upgrades including commissioning, point verification, and alarm routing; collect data per customer need; update databases.
- Install, diagnose, repair and upgrade refrigeration systems required by federal standards.

SUPPLEMENTAL FUNCTIONS:

- Some positions may function as project leader to assist in preventative maintenance tasks of reengineering, repairing or replacing building air handling equipment (supply, return, exhaust fans and fume hoods).
- Keep abreast of current technology advancements.

COMPETENCIES:

- Analysis/Problem Identification
- Attention to Detail
- Independence
- Quality Orientation
- Teamwork
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Completion of a U.S. Department of Labor approved, four-year apprenticeship program for Refrigeration, Heating, and Air Conditioning which meets the requirements to attain licensure from the State of Wyoming as a "Journeyman" HVAC Technician. EPA Certification for refrigerant usage and recovery as required by federal law.**
- **Licensure from the State of Wyoming as a "Limited Electrical Technician; type TLM-H, Limited Electrical for HVAC" as required by state statute is necessary.**
- **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Installation, troubleshooting, repair and maintenance of specific controllers and multi-point controllers.
- Installation, maintenance, and repair of compressors, condensers, valves, controls, electric motors, chillers, cooling towers, and scientific research equipment.
- Refrigerant recovery.
- Fume hood performance and repairs.
- Emergency management of control systems and emergency load shedding.
- Blueprints and facility construction plans.
- Environmental enclosures and ultra-cold refrigeration equipment.
- Control apparatus including switches (electric, electronic and pneumatic), relays and thermostats and computers.
- Electrical systems and wiring principles.
- Electrical troubleshooting and repair principles.
- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials and equipment.
- Applicable state and federal regulations.
- Mechanical systems, building materials, and emergency maintenance.
- Local fire and national electrical codes.
- HVAC systems that incorporate digital control systems and are linked to computer-based management systems.

Skills and Abilities to:

- Prepare engineering documents, specifications, and cost estimates.
- Install, program, commission, and diagnose application-specific and multi-point controllers.
- Install, maintain, and repair compressors, condensers, valves, controls, electric motors, chillers, cooling towers, and scientific research equipment.
- Troubleshoot, maintain and program networked computer control systems.
- Develop heating, ventilating, and air conditioning system modification plans.
- Supervise and inspect work of subcontractors.
- Use tools applicable to the trade.
- Select appropriate materials based on application and amounts required.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely.
- Communicate effectively both orally and in writing.
- Troubleshoot and isolate defects.
- Read and interpret construction drawings, sketches, diagrams, construction drawings and specifications.
- Move objects weighing up to 50 pounds regularly.
- Read, understand and follow safety procedures.
- Work as a team member and foster a cooperative work environment.
- Provide periodic on-call services.

WORKING CONDITIONS:

Various indoor mechanical room environments; regular exposure to hazards of potentially dangerous power and hand tools, dust, fumes, refrigeration chemicals, high and low temperatures, and confined spaces.

DISTINGUISHING FEATURES:

Refrigeration, Heating, & Air-Conditioning Technician: Installs and maintains heating, refrigeration, and air-conditioning equipment. Troubleshoots and repairs system equipment not required for network control.

Control Specialist: Works closely with engineers at the system level including design, installation, and programming of network controls. Troubleshoots system within the computer system. Repairs controllers, variable air volume boxes, proportional valves, PLCs and sensors, as well as make adjustments to programmed sequences.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each

employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.