

The University of Winnipeg Classification Specification

Date: March 16, 2011

Classification: Controls Technician

Unit: IUOE

Character of this Classification Level

The members of the Physical Plant Department are responsible for the maintenance and upkeep of the University's facilities – facilities that cover 1,274,000 gross square feet on over 9 acres of landscaped property.

Positions at this level perform all the duties involved in maintaining pneumatic, electric and electronic controls, ensuring that all (HVAC) Heating Ventilation and Air Conditioning systems operate to their maximum efficiency as well as estimating costs of new installations and retrofits to existing systems. The incumbent will be responsible for commissioning and continuous re-commissioning of building control systems to their utmost efficiency in order to help meet the University's (GHG) Green House Gas reduction target.

Characteristic Duties and Responsibilities

1. Controls Maintenance

- ◆ Repairs, maintains, calibrates and adjusts pneumatic, electric and electronic controls.
- ◆ Creates and implements a preventative maintenance program to ensure control systems are tuned to operate efficiently in order to achieve the University's sustainability goals.

2. Commissioning / Re-commissioning

- ◆ Design and implement HVAC system configurations for existing and future systems to maximize heating and cooling efficiency and to minimize green house gas emissions
- ◆ Carries out continuous commissioning of HVAV systems
- ◆ Ensures data backup plans are in place and carried out regularly

3. DDC Computer Systems - Maintenance/Programming

- ◆ Modifies, updates, creates backups of computer controlled equipment.
- ◆ Establishes and maintains technical standards for these systems based on existing systems, university requirements – current, future and accepted industry standards
- ◆ Plans and performs system software upgrades and patches

4. New/Retrofit Installations

- ◆ Prepares cost estimates of individual jobs and assists with cost estimates of major projects.
- ◆ Supervise and monitor the work of outside contractors to ensure contractual obligations are met.
- ◆ Installs new equipment and retrofits existing equipment to University and Industry standards

Qualifications Required

Formal Education and Designations:

- 2 year College Level Diploma in Electronic Technology, Electrical Technology, Instrumentation Technology or equivalent

Experience:

The incumbent must have a strong background and education in control systems technology, particularly in building management systems

- Experience configuring, administering, maintaining and troubleshooting HVAC system software
- 5 years minimum directly related experience in large scale control system support including, Alerton controls, BACnet, Honeywell Excel, Excel Plus

Skills, Knowledge, Abilities:

- Ability to establish and enforce system standards to industry and institutional levels and ensure quality outcomes
- Ability to design and implement HVAC system configurations for existing and future systems to maximize heating and cooling efficiency and to minimize green house gas emission levels