



DATE: September 14, 2023

IMMEDIATE OPENING: Building Automation & Controls Service Technician

JOB STATUS: Exempt, full-time

BENEFITS: Competitive salary, health coverage, PTO plan and paid holidays.

REPORTS TO: Premier Controls Service Manager

BASED: Home Office (However, this position requires travel to client sites and fixed equipment locations).

JOB PURPOSE:

The Building Automation & Controls Service Technician has primary responsibility for the reliable operation and maintenance of Premier installed building automation and energy management systems. This includes responsibility for providing services to program, install, and commission as well as, maintain automation and control systems for building automation systems and energy management. This may include new installations, as well as troubleshooting, problem solving, and repair of existing energy management equipment and/or systems.

DUTIES:

- Coordinates all activities with Building Automation & Controls Service Manager
- Continually updates Building Automation & Controls Service Manager on project status.
- Assists Controls Service Manager with all activities pertaining to the installation, programming, testing, troubleshooting and commissioning of automation and control systems.
- Reports control system issues to the Controls Service Manager for clarification or corrective action.
- Conducts owner training, sets up user accounts, and turns O&M manual over to client.
- Completes owner training sign-off sheets and submits to Controls Service Manager.
- When required, takes service-related calls from customers and coordinates equipment/parts allocations, work scheduling and invoicing with Controls Service Manager.
- Tracks and reports to the Controls Service Manager all labor hours for active projects, paid service calls and warranty accounts.
- Pursues continued education and training for the following: vendor controls, HVAC control strategies, HVAC equipment, lighting controls, etc. Develops personal skills and capability through on-going trainings, as provided by the Company or elsewhere subject to Company approval.
- Maintains regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures.
- Pursues personal development of skills and knowledge necessary for the effective performance of the role.
- Performs other related duties, as assigned.

SKILLS:

- Must be self-motivated and capable of managing multiple tasks required per varying project scopes.
- Preferred: Understanding of building automation and energy management software, controls and systems. This includes varying vendor controls, HVAC control strategies, HVAC equipment, lighting controls, etc.



- Ability to learn and retain product information, as it pertains to the position.
- Excellent interpersonal and communication skills. This includes verbal and written skills, as well as the ability to work within a team environment.
- Ability to follow engineering drawings and specifications for equipment installation.
- Ability to detect errors or flaws in equipment and/or systems based on experience and product knowledge. This may include examining building layout and anticipation of any challenges or difficulties.
- Experience performing customer service roles. This includes providing training and technical support to clients.
- Strong organizational, multi-tasking, and problem-solving skills.
- Computer literacy required. This includes program competency with: Microsoft Office (Word, Excel, and Outlook).
- Electrical, electronic, and mechanical skills preferred.

EDUCATION & QUALIFICATIONS:

- Preferred, minimum two-year degree in manufacturing technology, electrical engineering, HVAC, or equivalent certification.
- Or minimum of two years industrial technician experience.
- Or, high school diploma or GED with at least five years industrial experience (industrial building automation systems or energy management technician experience preferred).
- Masters Electrician licensing beneficial.

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NO PHONE CALLS
INTERESTED APPLICANTS EMAIL RESUME OR QUESTIONS TO:
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