

DESCRIPTION: Under limited supervision, schedules, plans and performs the installation and operational programming of facility control systems, networks, and related hardware/software components; prepares or reviews designs and proposals for procurement, modification, and improvement of systems/networks; coordinates and participates in projects and monitors contracts and contractors during systems/networks and components installation/repair; inspects, troubleshoots, and maintains systems/networks, involving coworkers and contractors as needed; instructs and guides operational staff and others in the operation and maintenance of the systems/networks; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a full performance, highly skilled classification where positions serve as the technical specialist and expert for electronic/automated systems, networks, controls, and equipment, and have the primary responsibility to evaluate issues and ensure the proper and effective use of these systems and provide advisory and consultative services to state and other agencies for improvement, procurement, and development of similar systems/networks. The systems impact multiple operators/customers across the state, and are centrally regulated and characterized by highly integrated circuitry, interactive processes, and multiple functions. The functions include, but are not limited to, heating-ventilating-air conditioning, security-sensor-access control, fire alarm-life safety, and emergency communications. Positions must perform the full scope of work described below.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Performs performance checks, and maintenance and repair work pertinent to the operation and preventive and corrective maintenance of systems, networks, and components such as receives/screens trouble calls and uses diagnostic devices and procedures to locate and isolate operating malfunctions or anomalies; programs/reprograms control parameters and conducts tests; applies technical documents, diagrams, schematics and instructions; inspects, alters, services, repairs, and replaces system hardware components; calibrates, checks, and adjusts measurement instruments and system/network components; coordinates service calls between vendors and users.

Performs systems/networks design and planning work pertinent to the addition or modification of systems, networks, and components such as inspects physical worksites or examines system operations and identifies needs or deficiencies; discusses proposals for improvement with agency managers and system operators/customers; prepares plans, specifications, designs, and diagrams or reviews those prepared by agency staff or contractors; determines scope of work and schedules time frames for equipment installation and disruption of operational activities.

Performs project and contract administration work pertinent to new or enhanced systems, networks, and components such as prepares job estimates on cost, materials, equipment, and scheduling requirements; assists in development of proposal requests and review of submitted bids for procurement/installation of systems/networks and components; reviews design documents for feasibility and quality; plans projects and oversees them from inception to completion; inspects work progress and performance of contractors.

M84550 - FACILITIES MANAGEMENT SYSTEMS COORDINATOR (continued)

Performs advisory services work pertinent to assessment of operational needs and installation of systems, networks, and hardware/software components such as inspects and assesses facility, infrastructure, and physical plant needs and options that meet those needs; confers with supervisor and agency representatives about construction, alteration, maintenance, and repair projects; prepares recommendations on courses of action to take; determines or reviews product and work specifications; evaluates compliance of proposals/plans with technical and administrative requirements; confers with vendors and contractors about service/contract requirements and terms; serves as liaison among agency representatives, system operators/customers, and/or contractors/vendors.

Performs administrative work and staff guidance pertinent to the administration of the systems, networks, controls, and equipment such as recording equipment inspections, tests, malfunctions, and disposals; orders and inventories parts and supplies; prepares technical documents, operational incident reports, project updates, and activity records; provides operational guidance when escalations are received from system operators/customers; instructs others in operational procedures; may lead co-workers as needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the methods, instrumentation, and materials used in the operation, maintenance, diagnosis, and repair of electronic/automated control equipment and circuitry; industry standards and safety and building codes pertinent to systems/networks; basic principles of computer and telecommunications systems/networks, protocols, and programming; agency and State practices pertinent to the facility systems/networks and projects/contracts administered; the hardware and software components and performance capacities of the systems/networks; programmable monitoring/control applications techniques; diagnostic tools and devices pertinent to the systems/networks.

Ability to: install, operate, calibrate, and repair system modules, wiring, and associated equipment; interpret and apply blueprints, design plans, specifications, and technical instructions to the installation, maintenance, and repair of the systems, networks, and equipment; maintain technical documentation including schematic/wiring diagrams and operational/repair manuals; design and modify electronic circuitry plans; communicate with others to share information, resolve competing demands and problems, and make decisions; prepare cost estimates and product specifications; maintain activity, expenditure, and other records and project/contractual documentation; prepare and recommend short and long term development and contingency plans for the systems/networks; evaluate contractual requirements; identify malfunctions and implement corrective actions; schedule, conduct, and monitor work projects; provide instruction and daily work guidance to system operators and other staff about operational requirements and procedures; interact with system operators/customers, agency representatives, technical design staff, contractors, and vendors to explain operational needs and requirements and improvement proposals.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school technical school diploma/certificate in electronic or computer technology or automated facility/building management operations, including coursework/training in computer programming, and experience in installing, maintaining, and repairing electronic/automated facility/building operations management equipment and associated hardware/software encompassing control functions such as security-protection, or heating-ventilation-air conditioning, or energy management.

SPECIAL NOTES:

Each position will have differing job requirements based on the specific systems, networks, proprietary systems software, controls, and equipment in use and the work requirements of the operating environment. The employing agency may require specific certifications/licenses, or the training-coursework to be certified/licensed, based on the specific control system operated/maintained and related industry standards.

The employing agency may require incumbents to participate in a beeper coverage schedule (i.e., serve as the on-call responder) for system/network problems.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).