

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

WASTEWATER TREATMENT/BUILDING FMS AUTOMATION

POSITION: Wastewater Treatment/Building FMS Automation

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

Assumes responsibility for Wastewater Treatment Program and Facilities Management System. Position requires scheduling, establishing necessary priorities, meeting Federal and State compliances relevant to Safe Water Drinking Act. Position requires that individual has extensive knowledge in troubleshooting, servicing, and repair of wastewater treatment plants and associated equipment as well as advanced troubleshooting techniques and knowledge of Building Automation Systems and mechanical systems. Additionally, the individual will be responsible for all associated reporting of energy consumption data, public drinking water systems data, and wastewater/discharge monitoring reports along with all associated paperwork for Facilities Management System.

ESSENTIAL FUNCTIONS:

- Must have an extensive working knowledge of wastewater, public drinking water and HVAC systems with overall knowledge of mechanical systems and their functions.
- Capable of providing written as well as verbal input to immediate supervisor, state, and federal agencies relevant to wastewater and public drinking water systems.
- Ability to diagnose/troubleshoot and service all functions of Facility Management System relevant to HVAC as well as wastewater sewage treatment plants. This ability should be extensive in proposing funding issues, equipment, supplies, and resources needed for corrective actions.
- Ability to work independently with minimal supervision.
- Possess knowledge of chemical testing/sampling of water and wastewater for lab submittals based on industry standards.
- Extensive knowledge of computers relevant to Building Automation Systems.
- Full and applicable knowledge of computers, Building Automation/HVAC, and Wastewater Treatment Plants.
- Possess both plumbing and HVAC knowledge.
- Ability to read, interpret, and understand manuals respective to software and the operation of Building Automation/HVAC Systems.
- Ability to effectively communicate written and orally with maintenance staff, supervisor, and vendors relevant to state and federal agencies.
- Possess the ability to provide written reports in direct relationship with compliance issues.
- Willingness to attend annual training classes for wastewater/drinking water compliances as well as Building Automation System technology.
- Must possess excellent human relations skills as well as interactive communication skills.

DUTIES AND RESPONSIBILITIES:

- Assists in the coordination of troubleshooting, repair, and programming of Building Automation Systems and wastewater treatment plants.
- Reads and interprets wiring diagrams, cabling diagrams, HVAC/mechanical blueprints with the capability of using a variety of standard and specialized test equipment.

- Meets compliance issues relevant to wastewater treatment plants and public drinking water systems, to include all necessary/required paperwork.
- Inspects, tests, and analyzes wastewater samples with the ability to provide corrective chemical actions as well as system corrective actions.
- Repairs, maintains, and/or adjusts equipment associated with the water treatment function.
- Assists with after hour corrections of Building Automation related problems.
- Maintains all information and reports related to energy consumption.
- Maintains and prepares daily management/system deficiency reports of Building Automation System/HVAC for Supervisors use.
- Ensures that Building Automation System's contractors perform specified software and hardware maintenance including all necessary reporting.
- Maintains all records in respect to software parameters and installed hardware.
- Must daily follow written and verbal instruction to pursue execution of assigned duties.
- Assists in the review of blueprints and schematics for new school construction as well as monitoring of punch lists for contractor's compliance.
- Could be required to assist in after hour responses in respect to Building Automation/HVAC and Wastewater Treatment Plant issues.
- Analyzes on a daily basis incoming alarms on Building Automation Systems (FMS) to include diagnosis, corrective actions, and assist in determining priority of service calls.
- Troubleshoots, diagnoses related system problems, and makes minor/major repair on Building Automation System as well as wastewater plant repairs.
- Maintains all documentation for chemical feed systems associated with St. Mary's County Public Schools' mechanical systems.
- Establishes and implements standards and specifications associated with water treatment and public water sampling as prescribed by State/Federal Compliance.
- Works collaboratively with Health Department and State/Federal Officials in diagnosing water and/or sanitation deficiencies. Relevant to this participation possess the ability and knowledge to provide the Supervisor of Maintenance with all required reporting.
- Provides and schedules all facility and after hour HVAC equipment usage requirements.
- Provides and maintains reports with regard to energy consumption and projected monthly/annual utility usages.
- Inputs all associated actual utility usage in computers utility software program.
- Provides the Supervisor of Maintenance with a weekly report of all system deficiencies with corrective actions that have occurred.
- Possess the ability to assist HVAC departmental personnel with field related concerns/issues.

QUALIFICATIONS:

- Graduation from high school or GED;
- High School diploma or equivalency;
- Skilled in the application of methods, techniques, compliances, and tools used in reporting, inspection, maintenance, and testing of Building Automation/HVAC, Wastewater Treatment Systems, and Public Water Drinking Systems;
- Considerable knowledge of local, state, and federal rules, regulations, and compliances associated with water treatment/public drinking water; and
- Possession of a State Class I Water and Class I Wastewater Treatment License along with a minimum of one year as an operator of a treatment facility.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP