

CAW - Electronic Controls Technician

Revision Date: October 2009

Classification: Electronic Controls Technician

Unit: UNIFOR

Hay Point Range: N/A

CHARACTER OF THE JOB

The Physical Plant Department is responsible for the entire Physical Plant of the University including construction, renovations, provision of utility services and the care and maintenance of all properties.

Under general supervision, the Electronic Controls Technician is responsible for installing, commissioning, maintaining and repairing electronic equipment, instruments and systems pertaining to building environmental computerized control systems. The Electronics Controls Technician also redesigns and modifies existing systems as required and provides technical assistance to the staff operating computerized automation systems.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Maintains up-to-date records of fan operating schedules and system setpoints.
- Compiles and maintains up-to-date documentation on all CCMS hardware and software.
- Performs periodic back-ups of all CCMS software.
- Repairs, maintains, calibrates and adjusts electronic and electrical controls.
- Installs and commissions new building comfort control equipment.
- Investigates and diagnoses complaints of malfunctioning building comfort control equipment.
- Records hours of work on work orders and daily time sheets.
- Estimates cost of time and materials required.
- Performs other related duties as required.

QUALIFICATIONS REQUIRED

The minimum qualifications necessary for acceptable (satisfactory) job performance are:

Level of Formal Education

- High school completion.
- Certificate from an Electronic Technologist Program or equivalent training and experience.
- Must hold a valid Class 5 Manitoba Driver's License.

Experience

- Five years experience in areas of data processing building automation, HVAC equipment, electronics solid state system and instrumentation preferred.
- Experience with a major supplier of building automation equipment, such as Delta Systems, Honeywell, Bar-Col, Powers, etc.

Skills and Abilities

- Ability to conceive and program graphic user interfaces.
- Ability to communicate effectively in English.

- Ability to read blue prints, understand technical language and manuals.
- Alertness and ability to react quickly in emergencies.
- Ability to work under limited supervision.
- Must be able to perform assigned duties accurately, efficiently and in a professional manner.
- Ability to demonstrate effective interpersonal relationships in carrying out duties.
- This position requires courtesy, cooperation, good judgment and tactfulness.
- Must be alert and thorough.

Physical Requirements

- Physically capable of performing all duties as assigned.

This class specification is intended to illustrate the characteristics of this classification level and should not be interpreted as a description of any one individual position within this classification level.

"In accordance with the University's Health and Safety Policy, and in support of the Workplace Safety and Health Act, Physical Plant is committed to providing a safe and healthy working environment for all staff and students.

Physical Plant will instruct all employees to complete an Orientation Workshop, normally during the first day on the job, and the Health and Safety Orientation Module, normally during the probation period. Employees will also be instructed to complete various workshops, such as Asbestos Awareness, etc. during the first year of employment depending upon an individual's classification."

Questions or Comments? Contact Jindra Vancura at (204) 474-8288