

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: NEW POSITION EXISTING POSITION
(allocated)

PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University		9. Position Number W0035793	10. Department ID 36700 60010																																																								
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Electronic Control Center Supervisor																																																									
3. Division Vice President for Administration & Finance		12. Proposed Class Title																																																									
4. Section Division of Facilities		<table border="1"> <tr> <td>H</td> <td>13. Allocation</td> <td colspan="2"><i>Electronic Control Center Supervisor</i></td> </tr> <tr> <td>U</td> <td>Supervisory Status</td> <td><i>yes</i> no</td> <td>FLSA Code: <i>nonexempt</i> exempt</td> </tr> <tr> <td>M</td> <td></td> <td></td> <td></td> </tr> <tr> <td>A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>N</td> <td></td> <td></td> <td></td> </tr> <tr> <td>R</td> <td>14. Effective Date:</td> <td colspan="2"><i>1/27/2010</i></td> </tr> <tr> <td>E</td> <td>15. By: <i>JB</i></td> <td colspan="2">Approved: <i>KSJ</i></td> </tr> <tr> <td>S</td> <td>16. Audit(s):</td> <td></td> <td></td> </tr> <tr> <td>O</td> <td>Date:</td> <td>By:</td> <td></td> </tr> <tr> <td>U</td> <td>Date:</td> <td>By:</td> <td></td> </tr> <tr> <td>R</td> <td></td> <td></td> <td></td> </tr> <tr> <td>C</td> <td>17. Position Review(s)</td> <td></td> <td></td> </tr> <tr> <td>E</td> <td>Date:</td> <td>Date:</td> <td></td> </tr> <tr> <td>S</td> <td>Date:</td> <td>Date:</td> <td></td> </tr> </table>		H	13. Allocation	<i>Electronic Control Center Supervisor</i>		U	Supervisory Status	<i>yes</i> no	FLSA Code: <i>nonexempt</i> exempt	M				A				N				R	14. Effective Date:	<i>1/27/2010</i>		E	15. By: <i>JB</i>	Approved: <i>KSJ</i>		S	16. Audit(s):			O	Date:	By:		U	Date:	By:		R				C	17. Position Review(s)			E	Date:	Date:		S	Date:	Date:	
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5. Unit Building Maintenance																																																											
6. Location (address where employee works) City: Manhattan County: Riley																																																											
7. Type of Appointment (Circle) <input checked="" type="radio"/> Full time <input type="radio"/> Part time 100%																																																											
School: Limited Term ending date (if applicable):																																																											
8. Regular hours of work: (enter appropriate time) FROM: 8:00 a.m. TO: 5:00 p.m.																																																											

PART II - Organizational Information. To be completed by department head or supervisor of the position

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)

This position exists to supervise the Energy Conservation shop, maintain accurate and up-to-date records utilizing HVAC/R refrigerant use software, maintain Honeywell energy management system, and provide guidance and technical expertise to the members of the HVAC/R and Energy Conservation shop at Kansas State University, in order to allow them to complete their assigned tasks of providing a comfortable environment for all campus buildings, and provide the campus with 24-hour emergency service.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
John Brown	Physical Plant Supervisor	W0005287

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Dale Boggs	Associate Director, Building Maintenance	W0038442

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) Incumbent has the latitude to make daily working decisions without immediate supervision as long as decisions are sound and for the good of the university. Daily feedback to the physical plant supervisor over the HVAC/R and Energy Conservation shop is required.

b) Provided with written and/or verbal directions given on a daily basis, if required.

c) Provided with guidelines, equipment manuals, and schematics in order to make difficult decisions.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); *how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

- | No. | % | E or M | |
|-----------------|-----|--------|--|
| 1 | 40% | E | Perform the supervisory duties of Electronic Control Center Supervisor over the Energy Conservation Shop personnel (Electronic Control Center Technician, General Maintenance and Repair Technician Senior, and Electronics Technician Senior) by planning, assigning, reviewing, and evaluating work of shop personnel responsible for the repair, maintenance, calibration, and replacement of electronic and pneumatic parts and equipment and related system equipment; establish work orders as required regarding electrical and mechanical equipment, other than electronic and pneumatic controls; prioritize work and determine processes to accomplish the desired outcome; establish an effective preventive maintenance program for all assigned equipment; maintain a clean and organized shop and job sites; counsel shop personnel regarding job performance and expectations; recommend disciplinary actions; maintain and encourage safety procedures by wearing respirator equipment and other personal protective equipment as required for protection from dust and chemical fumes, and ensure shop personnel comply with the NFPA-70E regulations. Basic hours of work to be performed between 8:00 a.m. to 5:00 p.m. Monday through Friday; however, may require work schedule adjustments for emergency work. |
| 2 | 30% | E | Monitor direct digital control system components through review and utilization of the current energy management system. Direct appropriate technicians to areas of concern for troubleshooting, adjustment, and repair/replacement of components, as necessary. Assess immediate needs, performing temporary changes in heating/cooling performance through bypass of programmed set points. Utilize energy management system (currently Honeywell) to design graphics for performance review and assignment of control points. Work closely with the University Sustainability Program to evaluate and document energy savings opportunities and achievements, and assist in development of proposed energy saving campaigns for the campus community. |
| 3 | 20% | E | Perform administrative duties of the position by interviewing and hiring qualified shop personnel; meet daily with immediate supervisor; consult with building users regarding desired temperature and humidity levels of buildings and make adjustments within instituted limits; work with Sustainability Team to evaluate and document energy savings opportunities and achievements, and develop energy saving campaigns; review future university building plans, both new construction and remodels, for prospective energy savings; complete daily reports; maintain refrigeration use records for HVAC Shop; verify time slips, track work orders; keep accurate records and up-to-date inventories of parts ordered and shop equipment; control and encourage cost reductions by monitoring shop expenses weekly; complete and submit accident reports; adhere to and enforce Facilities Policy and Procedure Manual and the Affirmative Action Guidelines. |
| 4 | 10% | E | Work in partnership with Facilities administration to promote harmonious relationship between employees and management, providing a high-level of professional and beneficial services to the campus community, and fulfilling other duties as may be assigned. |
| 5 5% | | E | All tasks involve extensive knowledge based on HVAC and/or building mechanical systems trades and are reviewed as necessary by the supervisor. |

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22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
 Lead worker: Assigns, trains, schedules, or oversees work of others.
 Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
 Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
Electronics Technician Senior	W0005292
Electronics Technician Senior	W0006638
General Maintenance & Repair Tech Sr	W0006651
General Maintenance & Repair Tech Sr	W0006701
General Maintenance & Repair Tech Sr	W0006708
Electronic Control Center Technician	W0006731
General Maintenance & Repair Tech Sr	W0006732
General Maintenance & Repair Tech Sr	W0006745
Electronic Control Center Technician	W0006753
Electronic Control Center Technician	W0037331

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
 Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 Major program failure, major property loss, or serious injury or incapacitation.
 Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Knowledge of all aspects of jobs ranging from high-voltage electricity to the use of toxic and flammable refrigerants is necessary due to direct employee reliance on judgment. Misjudgment could result in loss of life of personnel, as well as bystanders and damage to the facilities.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Communicate with all types of people including department heads, staff, students, and employees on a daily basis in order to complete work efficiently. Frequent contact with vendors regarding purchases of materials and parts, etc. Daily contact with supervisor regarding status of jobs and with other shop supervisors as required through assigned tasks.

25. a) What hazards, risks, or discomforts exist on the job or in the work environment?

Exposed to extreme temperatures and noise. Work with electricity. Exposure to heights while performing work from scaffolds.

b) Describe any methods, techniques, procedures, or equipment that must be used to ensure safety for equipment, employees, clients, and others.

Personal protective equipment is provided to limit risks associated with refrigerants and electrical equipment. Safety is stressed and training is provided.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

DAILY

Computers

Two-way radios

Telephone

Computerized building energy management system

AS REQUIRED

Electrical motors

Electronic thermometers

Static pressure sensors

Balancing meters

Electronic velocity meters

PART III - Education, Experience, and Physical Requirements Information

27. **MINIMUM REQUIREMENTS** as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29.)

Three years of experience in the operation, maintenance, and repair of electronic and pneumatic controls in a central control and monitoring center of a large air-conditioning and heating system or similarly complex system. Education may be substituted for experience as determined relevant by the agency.

28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

Valid driver's license upon employment. During the probationary period, complete Introduction to Supervision. Pass a physical examination and obtain medical certification, including chest x-ray and pulmonary capacity function test to prove the ability to wear a negative pressure respirator for the purpose of working with ammonia and other toxic chemicals.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Required to work in varying temperatures of both extreme heat and cold and in small spaces. Must be sufficiently mobile to check work in progress in varying locations and weather conditions.

29. PREFERRED QUALIFICATIONS AND SKILLS

a) List preferred education or experience that may be used to screen applicants.

Prefer high school graduate or equivalent with vocational training in the refrigeration trade or building mechanical trades. Prefer one year supervisory level experience and five years experience in the building trades in a commercial setting. Prefer formal training in pneumatic controls systems at the commercial level. Prefer training or 5 years experience in electronic controls and electric controls at the commercial level. Prefer training or 5 years experience in the electronics trade.

b) List preferred special knowledge, skills and abilities.

Extensive knowledge in HVAC, electric, electronics, plumbing methods and accepted practices to complete tasks. Extensive knowledge in trouble shooting and repair of air compressors and a working knowledge of computers and various software. Ability to read, interpret, and provide accurate time and material estimates from sketches, blueprints, and plans. Ability to draw wiring diagrams, blue prints, schematics, and computer graphics.

30. **BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).

PART IV - Organizational Chart (Please attach). Indicate classification title and position number.
