

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: W0042615
10. Department ID: 3670050070

2. Employee Name (leave blank if position vacant)
11. Present Class Title (if existing position)

3. Division: National Ag Biosecurity Center (NABC)
12. Proposed Class Title: Electronic Control Center Technician

4. Section: Biosecurity Research Institute (BRI)
13. Allocation: Electronic Control Center Technician

5. Unit
Supervisory Status: yes no FLSA CODE: nonexempt/exempt

6. Location (address where employee works)
City: Manhattan County: Riley
14. Effective Date: 2/22/08
15. By: [Signature] Approved: [Signature]

7. Type of Appointment (Circle)
Full Time Part Time 100%
School Employee
16. Audit(s)
Date: By: Date: By:

Limited Term ending date (if applicable): 6/13/2011
17. Position Review(s)
Date: Date: Date: Date:

8. Regular hours of work: (enter appropriate time)
FROM: ~~7:00~~ TO: ~~3:00~~ Position is full time. Rotating day and night shifts.

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.)
To provide technical hands-on trouble shooting, repair, and preventative maintenance for building controls. Includes emergency availability and additional coverage for HVAC and or building systems related functions at the Biosecurity Research Institute.

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: Tom McCoy Title: Facility Engineer Position Number: W0041548

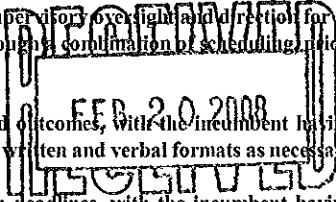
List other individuals who may provide input for evaluation purposes.
Name Title Position Number
Bryan Phillips Building Management Systems Specialist W0042170
Scott Rusk Director

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). The incumbent has moderate latitude for scheduling work of tasks. There is periodic supervisory oversight and direction for work assignments and priority through staff meetings and direct communication. Incumbent completes work through a combination of scheduling, priority management, self direction, program needs, and workload management.

b). Assignments are most often described according to the immediate needs and desired outcomes, with the incumbent having limited freedom to organize and structure the tasks for most effective use of time. Instructions are provided in written and verbal formats as necessary.

c). Assignments vary from scheduled to emergency action and are normally given with deadlines, with the incumbent having limited freedom to



develop own work plan, set priorities and coordinate with others in order to meet the deadlines established. Incumbent is expected to function independently within scope of the position and responsibilities, staying informed on methods and guidelines for project completion. Necessary information may be obtained from experience, training, the Policy and Procedure Manual, and other such regulatory publications or through contacts in various governmental or university offices. The incumbent is expected to initiate necessary contact and to gather necessary information for analyses and reports.

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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

Electronic Control Center Technician/ GMRT

65% E

Operate, monitor, and maintain the BRI controls systems.

- Work involves performing a variety of skilled tasks in the repair, maintenance, and operation replacement of electronic and pneumatic controls of large air conditioning and heating systems controlled, operated and monitored by a programmed control center. Work includes reading schematic drawings and may include operating high pressure steam boilers.
- Thorough understanding of HVAC systems and applications of controls is crucial. Position entails hands-on maintenance and repair of controls related to various systems and equipment including but not limited to Tek-air valves, steam boilers, heat exchangers, deaerators, air handling units, etc. Includes troubleshooting microprocessor control system, programming settings, repair or replacement of sensors and probes, electric pressure switches, electric and pneumatic controls, modulating valves, and temperature control valves.

20% E

Provide support and maintenance in other areas of the complex. Employee will assist other repair and maintenance personnel representing trades including; carpentry, painting, cleaning, and industrial repair.

10% M

Maintain logs of daily and weekly maintenance by interfacing with a centralized maintenance management system to generate facility operational data and repairs coordination.

5% E

Performs other duties as assigned. This includes but is not limited to stocking supplies and equipment needed. Assisting with FOB deliveries. Attending mandatory training for BRI employees as well as remaining current on safety procedures.

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.

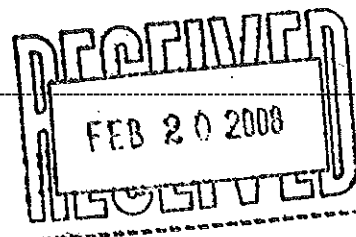
b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title Position Number

None

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.

Regulatory (State, Federal, University, Local) compliance activities can result in fines, citations, and violations that would impact operations.

Loss of revenue potential and scientific collaboration opportunities from business development activities within the business plans for BRI and the University.

Security and safety interface with visitors and collaborators.

Damages to critical equipment and operating systems rendering the facility off-line from use.

Failure to follow life safety and occupational safety practices.

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

Purpose: Biosecurity Research Institute business – operations, science programs, training programs, etc.

Whom: BRI Staff, K-State staff,

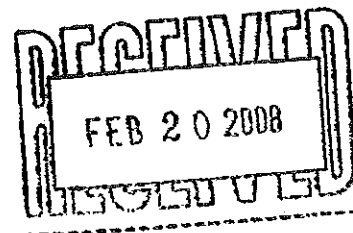
Frequency: Periodic

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

The work environment is in mechanical space, office and conference spaces, biocontainment laboratory spaces, basement and outdoor environments. Cold and hot weather, potential exposure to biohazards, physical injury from mechanical systems and mechanized equipment, tools etc.

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

Extensive training in occupational health & safety compliance, personal protective equipment including use of respiratory protection, gloves, boots, tyvek, etc. Training in electrical hazards, lock-out/tag-out, high pressure steam, and specialty tools and equipment.



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

Hand tools, airflow monitoring devices, electronic circuit testing equipment, electric hand tools, drills, saws, computer equipment, lifts, carts, etc- Daily Use

PAR T 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)

Two years 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.

Candidate/employee must consent to a criminal background check and be willing to submit for a Government Security clearance.

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

Carries a cell phone and/or pager and responds to BRI emergencies 24/7.

Work inside biocontainment spaces which may require use of personal protective equipment such as respiratory protection and may need to participate in special immunization programs.

Ability to move freely, ^{handprint} carry up to 75 pounds and be capable of wearing respiratory protection, including a self-contained breathing apparatus (SCBA) is required.

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Use of Johnson Controls software including Extended Architecture.

Controls Technician School and or 3 years field experience.

Familiarity with application, installation and programming of Tek-Air valves and products.

Biocontainment / Hospital Experience.

Centralized Maintenance Management System (CMMS) experience.

High Pressure Boiler Operation.

b) List preferred special knowledge, skills and abilities.

Very strong communication skills (oral & written).

Proficiency in Microsoft Office Suite, adept at learning new software and utilizing new office communication technology.

Ability to learn and apply biocontainment principles to operation of building controls and systems.

Factory Training and or Certifications related to HVAC systems or components.

Experience reading blue print, schematic, and electrical wiring diagrams.

Skilled in the use of tools and instruments in the electric, HVAC (Heating, Ventilation, and Air Conditioning) trades.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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

N/A

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

