

## **Supervisor, Technical Services**

### **Job Code 00007284**

#### **General Description**

Responsible for managing and maintaining all campus electronic and mechanical fire systems and card access systems, computerized energy management systems, security systems, and other electronic control systems.

#### **Examples of Duties**

Supervise and oversee the work of staff.  
Plan and coordinate daily office operations.  
Write specifications and contracts for bid and contract labor.  
Calculate projected energy use.  
Control utility billing and metering for campus.  
Coordinate large projects for fire, control, security and access systems.  
Direct the maintenance and modification of campus security systems.  
Program digital receiver and alarm computer.  
Perform preventative maintenance.  
Produce reports for users.  
Respond to emergency calls.  
Repair and replace components.  
Coordinate new installations.  
Direct the maintenance and modifications of environmental controls.  
Monitor controls for all buildings, water, distribution, steam, chilled water, condense, and toxic gas controls to ensure efficient operations and identify maintenance problems.  
Schedule start and stop time for campus HVAC systems to maintain comfort levels while achieving maximum energy.  
Direct the maintenance and modification, and installation of campus fire alarm systems.  
Conduct fire alarm inspections.  
Direct the maintenance and modification of utility computer network.  
Engineer, plan, oversee, and write specification for projects involving fire alarm, card access, security, and energy management systems.  
Evaluate employees.  
Provide management with maintenance cost projections.  
Develop written procedures and standards for work.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Engineering principles and practices; electronic theory; trouble shooting and diagnosing electronic building automation repair and calibration; automation mechanical systems; current and new industry technology; a wide variety of common as well as industry

specific computer software; energy conversation technologies and strategies; communications protocol.

**Skill in:** Communicating with a variety of staff, faculty, and students, outside contractors, and city and state compliance officials; problem solving and decision making.

**Ability to:** Read and interpret complex technical manuals, blue prints, schematics, and computer programming languages; write computer control sequences and documentation of various systems; prepare reports, letters, and proposals; perform intermediate math; convey complex ideas in such a way as to be understood; negotiate; prioritize workload.

### **Educational Experience**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

### **Other Requirements**