TEXAS WOMAN'S UNIVERSITY™

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FLSA: *Non-Exempt*
PTO: *COVS*

JOB DESCRIPTION

TITLE

Power Plant Automation Analyst

JOB SUMMARY

This position includes control systems programming, maintenance, and/or repair of electronic, electro-mechanical, environmental, mechanical, and electrical systems. Develops job specific programs by referencing schematics, sequences of operation, and field technician reports to accomplish desired comfort control and energy reduction goals. Works with contractors and TWU personnel in developing and executing sequences of operation relating to control systems as required. Develops customized front-end graphic display screens for individual campus applications. Participates in the resolution of project or operational problems and makes recommendations to the Assistant Director of Plant Utilities. Independently implements solution upon approval. Performs remote phone or computer system checkout of building systems and on-site troubleshooting with mechanical and/or electrical contractors. Provides technical support for all building environmental systems. Reports job status and installation discrepancies to the Assistant Director of Plant Utilities. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Plant Utilities

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Prepares reports to communicate projected, accumulated, and real time energy savings and consumption.
- Responsible for the fast paced programming commissioning of building automation systems installed in university facilities.
- Implements and manages university wide energy conservation programs and utility allocation tools to assure equitable departmental participation.

- Implements energy management, HVAC, and lighting strategies for university buildings. Works with multiple installations and provides technical support to other personnel during system startup and troubleshooting.
- Writes and reviews campus Energy Conservation Plan.
- Reviews plans and specifications, coordinates system integration for building automation and controls, vertical carrier control systems, utility monitoring and controls, security and access controls, and fire annunciations/notifier systems to assure integration per University standards.
- Analyzes and defines data requirements for the design, testing, implementation and support of customized and integrated software and data solutions.
- Establishes goals and objectives for accomplishing tasks.
- Supports and troubleshoot network problems; serve as the lead in the selection and evaluation of products and vendors, etc. to accomplish project directives and maintain efficient and effective day-to-day operations.
- Operates, monitors, tests and documents the performance of assigned equipment to detect malfunctions or operational problems.
- Evaluates equipment performance.
- Serves as leader in advanced technical/electronic and instrumentation equipment repair work, troubleshooting, modifying, testing, calibrating, adjusting, repairing, and installation of electronic, digital and analog equipment and/or monitoring devices.
- Performs work safely, in compliance with established requirements, and takes actions to ensure a safe working environment.
- Assesses preventive maintenance procedures to develop and recommend improvements. Performs routine preventive maintenance tasks.
- Performs calibration/repairs on equipment as required.
- Installs new equipment; performs modifications on equipment to make it compatible with existing equipment or to enhance its functions.
- Produces reports on electronic or instrumentation system conditions, repairs and preventive maintenance performed; prepares and maintains repair and maintenance records as required by federal and department regulations.
- Performs complex configuration and tests of equipment according to instructions, blueprints, schematic sketches and/or prescribed testing procedures.
- Determines best methods for troubleshooting and repairing equipment, including preparation and application of short diagnostic programs.
- Provides guidance regarding equipment operation to local staff and coordinates Denton Campus operators.
- Assists the Manager of Facilities Operations in the daily administration of facilities activities.
- Assists with electrical and electronic estimating, ordering and specifications for job material orders, and job scheduling.
- Prepares and/or coordinates minor design projects relating to wiring, piping and control circuits.
- Reviews specifications, submittals, blueprints and other construction related documents as necessary.

ADDITIONAL DUTIES

- Provides input for capital and M & O budget planning.
- Performs other duties as requested.

EDUCATION

Successful completion of an accredited Associate Degree course in Mechanical, Electrical, or Automation Control fields. Technical Diploma/Certificate preferred.

EXPERIENCE

Four years of directly related Building automation industry experience. Four years of related experience can be substituted for two years of technical training.

REQUIREMENTS

Must have a valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of building automation, energy management and HVAC systems.
- Field experience with startup and troubleshooting of commercial HVAC systems strongly recommended – must be comfortable with talking with experienced field contractor personnel through troubleshooting and installation issues via phone and face-to-face.
- Knowledge of database management, data communication devices and installations, hardware configurations, and reporting mechanisms.
- Ability to organize, work effectively, conceptualize and prioritize goals while exercising independent judgment based on an understanding or organizational polices and activities.
- Uses all hand tools and sets up and uses standard machine tools.
- Applies advanced skills in area of specialization.
- Excellent verbal and written communications skills and professionalism in customer relations a must.
- An awareness of legislation, code requirements, and standards relevant to the discipline – HVAC, BMS etc.
- Awareness of the principles of project and application engineering.
- Customer oriented, used to working under pressure, work following high quality standards, good team working skills.

- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed in a Plant environment. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions. The noise level is usually moderate to loud.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ ***Date:*** _____

***Employee Printed Name*:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.