13. BASIC FUNCTION OF POSITION

Under the supervision of the Mechanical Engineer, serves as a HVAC Controls Automated System Technician with responsibility for maintaining and troubleshooting all HVAC control systems to critical building automated equipment throughout the NCC buildings, compound and grounds. This position includes responsibility for all hardware, associated peripherals, configuration, optimization, and repair from the HVAC Controls Automated Systems Technician's point of view.

14. MAJOR DUTIES AND RESPONSIBILITIES

General Duties: 65% of the time

Performs installations, operates, maintains, repairs and performs preventive maintenance inspections of the NCC's HVAC control systems and equipment to determine maintenance, repair and/or replacement requirements as required. Control systems include but not limited to; Chillers, Air Handling Units, Packaged AC units, Fan Coils and Variable Air Volume (VAV) units. Additional equipment maintained will be ductwork, evaporators, condensers, motorized valves, piping, circulating pumps, damper motors, controllers, actuators, pneumatic controls and piping and other devices monitored by the Buildings Automated Management System. Individual shall be required to independently repair and/or replace defective and components in order to correct equipment malfunctions.

Repairs & Preventive Maintenance: 20% of the time

Consults with the Mechanical Engineer and/or Facility Manager with the identification and repair solutions of HVAC repairs and control problems using state of the art technical equipment and techniques. Repairs and/or develops projects to correct faults with malfunctioning systems. Performs annual condition surveys (AIS) on all systems and advises the Facility Manager and Mechanical Engineer in writing in order to develop projects and/or maintenance costs. Assists and provides detailed shop drawings and specifications for all maintenance, repair and major rehabilitation work. Follows a stringent, detailed HVAC preventive maintenance and repair program produced by the Work Orders for Windows (WOW) program and completes all work in accordance with manufacture's installation, repair and operational instructions. Assists with the preparation of repair/replacement designs, bill of materials and cost estimates for in--house or contractor accomplishment

Other Duties: 15% of the time

Implements both Preventative Maintenance and Reliability Centered Maintenance programs according to Overseas Buildings Operations guidelines. Monitors their effectiveness and recommends changes in maintenance methods or operations changes as required. Performs any other duties as directed by Mechanical Engineer or Facility Manager.

15. QUALIFICATION REQUIRED FOR EFFECTIVE PERFORMANCE

a. **Education:** A 3 year diploma in Mechanical / Electronics Engineering from a government recognized institution

b. **Prior Work Experience**: Minimum of three years' experience as a HVAC Controls Automated Systems Technician with digital building control system knowledge is required.

c. **Post Entry Training**: On job training shall be required to acquaint the individual on various building HVAC systems by the Mechanical Engineer.

d. **Language Proficiency**: English: Level III (Speak, Read, Write); Hindi/Marathi: Level III (Speak, Read)

e. **Job Knowledge**: Incumbent must have good working knowledge about building operations to HVAC equipment, pneumatic control systems, devices and control wiring required. Knowledge of building automated systems and direct digital control technologies are required. General knowledge of the structure, design and operation of building HVAC control systems is required. Must be familiar with applicable U.S., International and local HVAC building and safety codes. Have a basic ability to use AutoCAD to develop and/or modify drawings.

f. **Skills and Abilities**: Must be able to use tools of the trade in order to install, troubleshoot and repair building HVAC control automated systems and all associated devices. Incumbent must have a valid four wheeler driver license. Incumbent must be able to maintain a professional working relationship with all mission staff, employees, visitors and maintenance contractors.

16. POSITION ELEMENTS:

a. **Supervision Received**: Incumbent is directly supervised by the Mechanical Engineer (BLA-526053) and may also receive supervision from the Facility Manager.

b. **Supervision Exercised**: This is a non-supervisory position. However, individual may be required to direct the services of trade helpers or others assigned to assist as necessary.

c. **Available Guidelines**: Original Equipment Manufacturer's specifications, OBO maintenance library, as-built drawings Manufactures installation and operation manuals, OBO policies and procedures.

d. **Exercise of Judgment**: Good judgment to determine discrepancies in the HVAC control automated systems and recommend major repairs to the Mechanical Engineer/ Facility Manager.

e. **Authority to Make Commitments**: None

f. **Nature, Level, and Purpose of Contacts**: American officers, Facility Manager, Mechanical Engineer, visiting OBO Officials, Customers and outside organizations to meet requirements.

g. **Time Expected to Reach Full Performance Level**: 6 months.