Job Title: Service Staff Technician  
Compensation Rate/Grade: Grade 4  
Department: Facilities Services  
Updated: December 2011

Essential Functions:
- Work closely with Energy Management Engineer on HVAC related issues for the Pew Campus.
- Assist in the programming, operating, maintaining and/or monitoring of equipment required for the maintenance of climate conditions within Pew Campus buildings.
- Assist with system planning, design, trouble shooting, and problem resolution related to the Pew Campus CEMS and related environmental control equipment adjustment and initiates work orders as necessary.
- Assess building energy needs based on occupancy schedules and other relevant factors and inputs appropriate adjustments to the CEMS and subsystems.
- Ability to work well with others and to maintain positive customer relations.
- Willingness to work off shifts and overtime as necessary.
- Additional Service Staff Duties (conference set-ups, furniture movement, minor maintenance, receiving and delivery functions, grounds maintenance, snow removal, and general policing/cleaning of all properties) as needed.
- Ability to perform heavy manual labor for extended periods, at times under inclement weather.
- Provide quality customer service to faculty, staff, students and campus visitors.

Required Qualifications:
- Satisfactory work record including favorable attendance record.
- Must be able and willing to work holidays and overtime.
- Demonstrated ability to work with minimum supervision.
- Experience with HVAC equipment and building control strategies.

Physical Demands:
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.