

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Energy Management Technician	<b>Job Code:</b>	95011
<b>Job Function:</b>	Staff	<b>Grade:</b>	09
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	5000 Facilities Management Division	<b>Date:</b>	7/12

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**Job Summary:**

Install, program, monitor, maintain, troubleshoot and repair energy management computerized systems to include sensors and transducers in campus buildings.

**Essential Functions:**

40% Troubleshoot systems, identify problems and recommend changes to systems. Modify and delete computer programs for energy management systems. Contact appropriate personnel when failures occur and coordinate communications between Energy Management Center and maintenance staffs.

20% Plan, implement, monitor, evaluate and upgrade energy saving programs. Assist with coordination of construction projects affecting energy management system to ensure conformance with University standards.

15% Coordinate and facilitate transition to energy management system in departments. Interact with employees and students to explain energy management principles and procedures, schedule installations, etc.

15% Provide training and technical assistance. Instruct maintenance staff and others in the use and operation of equipment.

10% Maintain inventory and purchase replacement parts and order supplies. Compile and maintain records.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by Superintendent/Supervisor.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications:**

Valid Ohio Driver's License.

**Experience:**

Requires a minimum of 4 years experience in skilled HVAC repair, and troubleshooting including computerized HVAC equipment and controls. Knowledge of all areas of HVAC, energy management principles, electronics and computer hardware and software required. Skill in installation, maintenance, repair and troubleshooting of computerized HVAC equipment required. Ability to program energy management systems, identify problems and take appropriate actions required. Ability to operate and use standard powered, non powered and computerized equipment associated with the trade required. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write and accurately follow and give oral, written and graphic instructions required. Ability to work alone required.

**Leadership:**

Provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring the work of others, as assigned by the Supervisor.

**Physical Requirements:**

Extremely strenuous, with frequent physical exertion such as the lifting of very heavy items (100 lbs.) alone or 100+ lbs with assistance. Deep bending, crawling, climbing and/or working in difficult or cramped positions for extended periods.

**Working Conditions:**

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise and air pollution. May involve exposure to chemical substances, hazards and moving parts. Work schedule is subject to change in accordance with University needs and/or the results of the shift line-up process. Overtime/Call-ins may be mandatory based on University need.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.