

The Facilities Department has an exciting opportunity for a full-time Energy Technician 2 to work at the Coral Gables Campus.

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The Energy Technician 2 inspects, repairs, installs, modifies, and maintains energy systems, circuits, and equipment to ensure that facility operations run smoothly and uninterrupted.

CORE JOB FUNCTIONS

- Performs routine building inspection and takes corrective action.
- Generates scheduling and project status reports.
- Produces percentage charts and graphs showing alarm status, response time, and monthly count for all work orders and construction projects.
- Analyzes, monitors, and evaluates the operation of software.
- Operates and maintains equipment.
- Manages vendors, develops competitive bids, and provides vendor recommendations.
- Conducts regular review and continued development of a comprehensive and effective preventive maintenance program for utility plants, chilled water loop, and all associated equipment.
- Ensures the ongoing cleanliness and maintenance of mechanical rooms and storage facilities.
- Maintains records of jobs performed, departmental charge codes, and hours worked by employees.
- Adheres to University and unit-level policies and procedures and safeguards University assets.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities as necessary.

CORE QUALIFICATIONS

Education:

High School diploma or equivalent

Certification and Licensing:

Certification in relevant specialty or field

Experience:

Minimum 4 years of experience

Knowledge, Skills and Attitudes:

- Ability to communicate effectively in both oral and written form.
- Ability to work independently and/or in a collaborative environment.
- Skill in completing assignments accurately and with attention to detail.
- Commitment to the University's core values.

- Ability to understand and follow instructions.

DEPARTMENT ADDENDUM (specific to the Coral Gables campus Facilities & Operations dept)

Department Specific Functions

- Provide clear communication and a high level of customer service.
- Perform timely preventative maintenance and service on assigned equipment/systems, including ability to identify, solve, and prevent problems;
- Program, monitor and adjust multiple Building Management Systems (BMS);
- Interpret equipment/system output, detect errors, and take corrective action;
- Work and communicate with building end users to effectively identify and efficiently meet their requirements;
- Identify operation performance trends and recommend modifications to improve performance;
- Identify, document and report opportunities to reduce energy consumption;
- Use basic diagnostic, test equipment, interpret, and document operations-related malfunctions;
- Interpret applicable reference manuals and guides, as well as apply department procedures in the completion of assigned work;
- Understanding of procedures for setting up and operating assigned systems and/or equipment;
- Maintain familiarity with network topologies (MS/TP, TCP/IP) and operating system requirements;
- Attend assigned and identified training sessions to maintain knowledge in new BMS and technologies;
- Maintain the ongoing cleanliness and maintenance of the physical space for mechanical rooms and storage facilities for the utility plants;
- Assist in the development of efficient planning and assists Facilities Managers/Director with daily shop operations;
- Assist Facilities & Operations in addressing and handling unforeseen emergencies in normal, on-call or emergency scenarios;
- Inspection of University vehicles, tools and equipment, and reporting of any issues in a timely manner;
- Perform routine building inspection; takes corrective action; and/or reports regularly to the Director of any deficiencies or needed action in area of responsibility;
- Document and maintain records of work performed, time spent, and resources (tools, parts, consumables) used in the execution of that work;
- Coordinate activities with other trade areas, project managers, or outside contractors;
- Provide accurate estimates and complete work within the costs estimated;
- Energy Technician 2 may also assume a leadership role in specific and assigned various special projects, per departmental need;

- Prioritize and identify the appropriate resources (tools, materials, contractors, etc.) for maintenance problem resolutions;
- Manage contractors & outsourced functions if required; Must ensure University of Miami energy conservation practices are implemented and adhered to;
- Must ensure documents (time cards, work orders, etc.) are completed properly and in a timely manner;

Department Specific Qualifications

Education:

- Must have/provide High School diploma or equivalent
- A Trade School certificate is preferred.
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Experience:

- Must have performance and strong knowledge in the craft environment of Building Maintenance and /or Facilities Management, for at least five (5) years.
- Must have a minimum of five (5) years of full time experience in energy control systems in a energy technician capacity. Work experience must be related to the installation, programming and service of building electrical and direct digital control systems.
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Knowledge, Skills and Attitudes:

- Programming knowledge in a BAS environment is required.
- Must have overall knowledge of Building Maintenance and/or Facilities Management of applicable system and related technical terminology, applications, features, and/or services;