

CWU Position Description

Employee Name:	Employee ID:
Position Title: Control Technician	Position Classification (if different):
Position #: 00400717	Department: 504210 - Building Repair & Maintenance
Job Code: 607F00	Employee Type: Civil Service <input checked="" type="checkbox"/> Exempt <input type="checkbox"/>
Appointment: Ongoing <input checked="" type="checkbox"/> Project <input type="checkbox"/> Interim <input type="checkbox"/> Acting <input type="checkbox"/> Temporary <input type="checkbox"/> Nonperm <input type="checkbox"/>	Hours per Week: 40
Cycle of Appointment: 12 months	Labor Code: WSFE-BU 1 FLSA: <input checked="" type="checkbox"/> Non-Exempt (Eligible for overtime) <input type="checkbox"/> Exempt (Not eligible for overtime)
Work Schedule: M-F, 8am-5pm (1-hour lunch) May vary depending on needs of the department. May become swing shift.	Supervisor's Title: Maintenance Specialist 5
Telework: Eligible position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Permanent with agreement <input type="checkbox"/> Occasional	

Job Summary

Summarize the main reason(s) this position exists. The statement should include the position's general function and overall level of responsibility. Please try to limit the summary to three or four sentences.

This Control Technician independently installs, inspects, tests, services, maintains and repairs various mechanical, electronic, pneumatic, and electrical control systems. Exercises independent judgement to make decisions concerning operations and safety. Must possess fully qualified technical skills and thorough knowledge of standard methods, procedures, and protocols. Consults with higher-level staff to resolve complex problems. Maintains a standard of excellence for both work processes and outcomes with strong emphasis on customer service. Work is performed professionally and efficiently, incorporating both personal integrity and mutual respect. All employees are expected to support CWU's commitment to diversity and to bring and support inclusion into the university environment.

Work Assignment

How is work assigned? Describe the degree to which job-related tasks are regulated or controlled by the supervisor and the frequency and extent of supervisory review of the results.

This position works independently and makes decisions daily to determine work assignments. This is done by understanding and/or anticipating the needs of staff, Facilities Maintenance and leadership team, campus departments and clients served. Projects and specific tasks may be assigned by the supervisor either verbally or in writing. Work is reviewed periodically by the supervisor to ensure department goals are being met.

Working Guidelines

Indicate any specific policies, procedures, guidelines or regulations/standards under which work is performed.

This position works in accordance with State and Federal Regulations, University policies and procedures, and applicable collective bargaining agreements.

Credit Card Information

Will this position store, process, transmit or have access to multiple credit card information at one time? If yes, it is covered by the provisions of the "Visa and MasterCard Payment Card Industry Security Standards."
Yes No

Required Qualifications

- Completion of a two-year approved institution course as a Control Technician Trainee or four years of applicable experience in installation, repair, and maintenance of electrical and pneumatic control systems.
- Knowledge of facilities maintenance or construction principals.
- Excellent oral and written communication skills.
- Valid Washington State driver's license.
- Experience using Word, Excel, email, and/or similar software applications to produce written correspondence, documentation, create reports, receive and respond to email inquiries, report time, etc.
- Experience in reading plans, blueprints and maps.
- Demonstrated willingness and/or experience working with students and/or co-workers from a wide range of abilities, backgrounds, and experiences.

- OR applicable combination of education and/or experience which demonstrates the ability to perform the essential functions of the position.

Preferred Qualifications

- Experience operating B.A.S. such as Allerton.
- Experience working with multi-faceted operations and multiple trades.
- Experience utilizing computerized Work Order systems such as AIM.
- Refrigeration Certification.
- Ability to incorporate multicultural perspectives and issues into everyday conversations.
- Life experiences that demonstrate an ability to contribute to CWU's commitment to inclusion and diversity.

Competencies

Perform our Best: Interact daily with faculty, students, staff, and others in the campus community in a professional manner. Treat others and be treated with respect; perform with integrity, honesty and professionalism; participate constructively in open communication; help to resolve issues and difficult situations in ways that reduce conflict and maintain good working relationships; improve work performance and take an active part in generating a mutually supportive environment. Recognize that diversity is an asset and value cultural, physical, and professional differences.

Accountability/Dependability: Accepts responsibility for quality of own work; acknowledges and corrects mistakes. Shows up on time, meets standards, deadlines, and work schedules.

Judgement: Makes timely, informed decisions. Analyzes options and determines appropriate course of action.

Teamwork: Promotes cooperation and mutual support to achieve goals. Encourages participation and mutual support.

Adaptability/Flexibility: Responds positively to changing business needs and responsibilities. Adapts approach and methods to achieve results; recovers quickly from setbacks and finds alternatives.

Commitment to Diversity: Recognizes the value of diversity and helps create environment that supports and embraces diversity.

Working Conditions

Describe working environment (office, field, indoors/outdoors, exposure to risks, safety requirements, etc.) and anticipated variation in working hours (such as flexible schedule, some evening and weekend work, occasional travel, etc.

Work is performed in an indoor office setting with frequent in person interactions. It is essential to be able to remain at a desk/ computer workstation for prolonged periods of time, perform extensive data entry and other computer related tasks and create/ maintain filing systems for departmental records. This position may work indoors and outdoors at times in hot/cold/noisy/dirty/wet/confined areas such as mechanical rooms, manholes and excavations, and may need to physically access work areas with the equipment and tools necessary for completion of the job. This position often requires standing/crawling/bending/walking/climbing while carrying/pulling/pushing/lifting associated with equipment or tools. Frequent use of personal protection equipment such as ear plugs, safety glasses and filtration masks will be required. May need to drive a service vehicle in congested areas.

Scheduled hours and days off may vary depending on the needs of the department. May be required to work weekends, evenings and holidays. This position is subject to shift work and unplanned overtime including emergency call back situations. Occasional travel may be required. The incumbent may work outdoors, including working in inclement weather during daylight and dark hours. In addition, this position may be exposed to machinery, tools, electrical, equipment and chemicals associated with maintenance. May work around all utilities during excavations, maintenance and installations and be exposed to insects that may be in the environment. Must maintain awareness of immediate vicinity in order to recognize, respond to and/or/ avoid potentially hazardous conditions/ surroundings. Must possess dexterity of hands and fingers to handle materials necessary to perform the functions of the job. This position is considered an essential position and availability will be required to respond to University emergencies.

Essential Functions	Job Duties	%
Yes	Control Technician Responsibilities — Provide a safe and attractive physical environment for the University community that is conducive to learning, living and working.	55%

	<ul style="list-style-type: none"> – Effectively communicate and maintain positive work relations with faculty, staff, students and the campus community as well as leadership and guests of the university. Provide services that meet or exceeds the expectation and satisfaction of the client. – Perform work using best practices while maintaining compliance with applicable laws, policies and procedures to provide a safe workplace. – Exercises independent judgement to make decisions concerning operations and safety. – Operates and maintains fluid and electronic testing and measuring instruments such as manometers, air flow meters, volt meters, ammeters. – Keeps records of work performed and supplies used. – Installs, maintains, operates and calibrates pneumatic controls pertaining to environmental control systems. – Monitors relays, timers, meters and switches with local or remote computer control; reads and interprets control and wiring diagrams. – Read plans and blueprints; determine scope of work, materials needed, their cost, and availability. – Maintains and repairs high- and low-pressure boiler controls, absorption, centrifugal and heat recovery systems. – Consults with higher-level staff to resolve complex problems. – May assist in the maintenance of low voltage-controlled lighting systems. – Attend departmental meetings, safety meetings and actively participate in training sessions. – Enter time and attendance daily. – Respond in emergency situations. 	
Yes	<ul style="list-style-type: none"> – Installs, maintains, calibrates and operates equipment to monitor temperatures, heating, ventilating, air-conditioning, refrigeration, security, water flow, and equipment status in various buildings, facilities or grounds. – Maintains and repairs air conditioners, electric controls on such items as, dryers, incinerators, gas furnaces. – Inspects, tests, services, maintains and repairs various mechanical, electronic, pneumatic, and electrical control systems on apparatus such as heating, ventilation, air-conditioning, or refrigeration systems, uninterruptible power systems, low voltage lighting, and irrigation systems. – Installs, maintain, repair and adjust electronic control devices. – Trouble-shoots and repairs control system components, such as, I/P, E/I/P transmitters and transducers, digital controllers and PLCs. – Maintains and operates electronic equipment such as multi-meters, signal generators, and electronic counters; diagnoses control equipment to component level, such as, amplifiers, resistors, capacitors, inductors, and electronic counters. 	40%
No	<ul style="list-style-type: none"> – Perform other duties as assigned. 	5%

Signatures

The job duties are an accurate reflection of the work performed by this position.

Supervisor Signature

Date

As the incumbent in this position, I have received a copy of this position description.

Employee Signature

Date