

Electronic Control Center Supervisor

Job Code	Job Title	Pay Grade
8346N2	Electronic Control Center Supervisor	24

CONCEPT:

Skilled repair and maintenance work on electronic and pneumatic control devices operated and monitored by a computerized control center.

TASKS:

- Reads schematic drawings to pinpoint malfunctions.
- Checks readings on temperature and pressure at the source and compares them with those reported at the control center.
- Calibrates thermostats, adjusts and aligns pneumatic transmitters, and tests pneumatically controlled valve operators.
- Adjusts spring tensions and pilot positioners to obtain recommended operating ranges of valves, damper motors, air flow and pressure switches, and pneumatic transmission of temperature and pressure signals over long distances.
- Operates oscilloscope, test gauges, volt and ohm meters to test electronic circuits and replaces transistors, sensing devices and other parts.
- May remove asbestos according to professional and agency standards.
- Installs, replaces or remodels pneumatic (gas, steam and air), electrical or plain mechanical devices.
- Plans, assigns, reviews and evaluates the work of a staff responsible for the repair, maintenance, calibration and replacement of electronic and pneumatic parts and equipment and related system equipment (pumps, motors, etc.).
- Issues work orders to certain trade supervisors regarding electrical and mechanical equipment, other than electronic and pneumatic controls, in need of repair.
- Maintains records on calibration and replacement of control devices and on other maintenance of the control and monitoring system.
- Confers with building users regarding preferred temperature and humidity levels of buildings and makes adjustments within established limits

LEVELS OF WORK

- Class Group consists of one class.

Electronic Control Center Supervisor – The work at this level is supervisory. The employee plans, assigns, reviews and evaluates the work of other technicians. Work will also involve monitoring and evaluating the performance of heating and cooling systems through control center graphic display and by data obtained by the control center and will evaluate that information to determine immediate needs. Employee operates console to bypass programmed set-points resulting in temporary changes in the system's heating and cooling performance, to execute manual start-stop commands to motors, and to make day-night changeovers.

Minimum Requirements: Three years of experience in the operation, maintenance and repair of electronic and pneumatic controls in a central control and monitoring center of a large air conditioning and heating system or similarly complex system. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 6/16