

**JOB DESCRIPTION**

POST TITLE	Building Controls Technician		
DIVISION/DEPARTMENT	Technical		
REPORTS TO	Senior Building Controls Engineer	GRADE	6

**AIM**

To develop, maintain and operate the Building Management System (BMS) and standalone building control systems within the Installation and Facilities Management Group.

**ACCOUNTABILITIES**

The key duties of the post are as follows:

- To undertake the day to day operation and maintenance of both the Building Management System (BMS) and standalone building control systems.
- To assist, witness/participate in the testing and commissioning of BMS and standalone building controls systems
- To assist in operational aspects of the BMS including,
  - Graphics
  - Alarms – levels/types, notifications, investigation, rectification or escalation.
  - Trend/trace monitoring regimes, including normal, out of tolerance and failure modes
  - Failure/Override/Parameter change reviews
  - Building controls network
- Liaison with external consultants, contractors, service engineers and suppliers.
- Operational support and analysis of the control systems on all site mechanical & electrical services, including problem solving and fault diagnosis for the air conditioning, general and specialist ventilation, MTHW/LTHW, chilled water, refrigeration, hot and cold water systems, electrical monitoring, etc.
- The implementation of suitable operational and maintenance regimes and forward maintenance plans.
- To carry out hazard and safety risk assessments and prepare method statements.
- To undertake basic fault finding and rectification.
- To undertake minor modifications and upgrade works.
- Participation in Health and Safety and Quality Assurance procedures as appropriate to the post.
- To provide input and assistance with PPM regime (Planned Preventative Maintenance), spares holding, critical and standard systems resilience, interface practices with associated mechanical and electrical systems etc.

- To assist in additional operational aspects of the BMS including,
  - System performance, metering, associated energy and plant load review
  - 3<sup>rd</sup> party integrations using ModBus, LON, KNX, BACnet etc.
- To undertake other related duties to meet the needs of the IFM Group.

**Because of the changing nature of our business your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.**