

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **BUILDING SYSTEMS CHIEF**

Class Code: N1157  
Pay Range: 13

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Under limited supervision, serves as senior facilities representative during campus "off-hours" to ensure that all equipment is operating to standards and to respond to emergencies involving facilities and/or equipment operations.

### **PRIMARY DUTIES**

1. Monitors HVAC computer system and responds to deficiencies.
2. Makes building rounds to inspect equipment for safe operation and proper maintenance.
3. Starts, operates and secures HVAC-type equipment. Makes minor repairs.
4. Moves small equipment such as electric heaters and pedestal fans up numerous stairs due to a lack of heat or cooling.
5. Responds to police calls for door openings.
6. Answers telephones and takes messages. Writes work orders. Calls in help as needed.
7. Responds to emergency situations which may require climbing, lifting or use of tools in a stressful and inhospitable atmosphere and within a short amount of time, such as fires, floods, wind, and snow.
8. May participate in clean-up of emergency events to include moving vacuum cleaners full of water, lifting pumps, pushing squeegees, brooms, mops, etc. May also use power tools to cut and fasten items such as plywood for security purposes.

**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** Six years progressively responsible experience in the trade(s) where assigned to include at least two years in a lead or supervisory capacity.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

Thorough knowledge of methods, practices, production procedures and equipment used on maintenance and operations crafts; of engineering drawings, blueprints, schematics and specifications; of the principles of air conditioning and refrigeration; of the practices and techniques used in installation, repair and maintenance of HVAC equipment and systems; of refrigerant types, environmental impact, and gas reclamation procedures and equipment. General knowledge of OSHA regulations related to the refrigeration trade and of the National Electric Code. Working knowledge of plumbing, steamfitting and the electrical trades. Skill in the repair and maintenance of commercial or industrial HVAC equipment and systems; in the use and maintenance of tools and equipment of the trade; in brazing, soldering and silfoss; and of work control procedures. Skill in scheduling and determining resource requirements in trades occupations. Ability to supervise on-call personnel and to perform required inspections of trades work, materials and equipment. Ability to read and understand manufacturer's recommendations regarding scheduled and preventive maintenance, servicing and operation; to use computers and related software to diagnose HVAC system problems; to prepare written reports; to communicate effectively both orally and in writing; to work at heights up to 35 feet; to manipulate heavy equipment, tools and supplies and/or exert force up to 50 pounds; to concurrently manipulate multiple controls on machinery or equipment; to work in hazardous or irritating environments, confined spaces and adverse weather or temperature conditions; to wear and work in personal protective equipment.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine the ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Employees in this job class may be required to be trained to work with asbestos. Employees in this job class assigned to work with equipment containing CFC refrigerants must achieve and maintain valid certification in accordance with federal law.