

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**HVAC Scheduling Coordinator**

**I. JOB INFORMATION**

**Job Title:** HVAC Scheduling Coordinator (CS04)

**Job Class:** 512182

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under the general supervision of the Energy Manager, monitors the use of utilities, operates and schedules HVAC Energy Management System and lighting controls, and assists Energy Manager with managing, planning, organizing, and controlling and multi-faceted building automation system.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Provides timely and efficient customer service response; collaborates with customers to resolve concerns and establishes scheduling requirements; develops customer list by area across campus; publishes weekly building /room schedule on energy management w
- Monitors and maintains all plant data acquisition, building management and central control system to verify proper operations.
- Develops and executes EMS-based reports and disseminates information to all stake holders. Utilizes the computerized maintenance management system (CMMS) to identify patterns with customer complaints and works with all stake holders to create a solution.
- Partners with energy management team to review proposed control strategies and provides recommendations for improved energy efficiency.
- Analyzes operations and develops trends in terms of energy efficiency.
- Develops ongoing relationships within the campus community. Established a central coordination point for scheduling adjustments.
- Develops and maintains a collaborative relationship with the HVAC department through effective communication.
- Establishes and consistently provides excellent customer service.
- Partners with energy management team to review proposed control strategies and provides recommendations for improved energy efficiency.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or equivalent program and one (1) year of full-time experience in commercial heating and air conditioning program. Must be proficient in the use of business application software, to include word processor, spreadsheet, and database programs. Required experience in the use of computerized maintenance management software program. Working knowledge of safety codes, practices, and procedures and advance written and verbal communication skills required. Public relations and interpersonal skills; project management, analytical, and excellent planning and organizational skills; ability to calculate basic math, fractions, decimals, and percentages. May be required to interpret and work from blueprints, sketches, wiring diagrams, plans, layouts, and/or templates.

**V. WORKING CONDITIONS**

The position requires extensive computer work. Must be able to walk considerable distances on a regular basis. Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. There may be frequent exposure to extreme temperatures and/or weather conditions. Any combination of overtime, shift work, weekend and holiday work may be required. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles.

**VIII. JOB SERIES**

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*