

Class Code:.....0822  
Position #:(PSA).....  
Developed by:.....JS  
Reviewed by:.....LK  
Approved by:.....LK  
Date:.....12/07

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Manager, Energy Management Control Systems (EMCS)  
**DIVISION:** Administration (Facilities Services)  
**REPORTS TO:** Assistant Director, Facilities Services/Maintenance & Repair  
**GRADE:** 12  
**SUPERVISES:** Licensed trades, mechanics, and technicians

**BASIC FUNCTION:**

Manage the University's energy management system (EMS) to ensure maximum performance of the HVAC equipment; oversee EMS maintenance and repair, and other automated controls maintenance repair contracts as required; develop specifications for EMS and related HVAC vendor contracts to meet the changing requirements of the University's environmental systems; in conjunction with the University's Office of Capital Projects, perform design and construction reviews of control and operating systems as developed; responsible for the supervision of University and vendor mechanics employed in the repair and maintenance of EMS and controls, and major HVAC equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage the University's EMCS systems to ensure maximum performance of all HVAC equipment, performing site work as required.

Supervise a variety of University and contractor mechanics and technicians to ensure the most rapid response to EMCS issues, and provide the most comfortable environment possible.

Coordinate with supervisors and other appropriate Maintenance and Repair staff from the appropriate shops in order to maximize EMCS capabilities in such areas as lights, water heaters, etc.

Perform design and construction reviews of proposals for the control systems of the University's major capital improvement programs to ensure compliance with University standards, and to verify that the equipment designed is maintainable and sustainable.

Troubleshoot EMCS equipment to determine cause of failures; repair equipment and develop contract specifications as necessary to meet more extensive requirements.

**Manager, Energy Management Control Systems (EMCS) (PSA - 0822)**  
**Page 2 of 2**

Participate in problem solving and evaluation of HVAC problems at the request of the HVAC shop supervisor and Utilities Engineer, and recommend a course of action for the shop, or a coordinated solution to the appropriate staff.

Develop and manage all EMCS and major HVAC equipment maintenance and repair contracts.

Train HVAC personnel and other personnel on the operation of EMCS equipment.

Manage the EMCS computer system, oversee all necessary upgrades, develop documentation as necessary, and keep the system current.

Monitor and inspect EMCS-related construction projects at the University to verify quality assurance and to ensure that construction schedules are maintained.

Review contract plans and specifications.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, spreadsheet and database software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

An associate's degree required, bachelor's degree preferred. Must have a minimum of five years of experience with HVAC systems, with emphasis on preventive and predictive maintenance, energy management systems, energy maintenance control systems, or related fields. At time of appointment, must possess a Rhode Island State Refrigeration License, or a license from one of the mechanical trades, issued by the State Department of Labor and Training, Office of Professional Regulation (Pipefitters/Refrigeration), and must maintain such license. Supervisory experience preferred.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**