



Provincial Job Description

TITLE:
(103) Controls Technician

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains, repairs and operates building automation systems and all associated equipment within the facility/energy centre.

QUALIFICATIONS:

- ◆ **Journeyman Construction Electrician certification**
 - ◆ **Electrical Journeyman License issued pursuant to the Electrical Licensing Act**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced computer skills**
- ◆ **Ability to work independently**
- ◆ **Analytical skills**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **Valid driver's license**

EXPERIENCE:

- ◆ **Previous: Nine (9) months post-ticket experience in an industrial/commercial maintenance environment including controls experience.**

KEY ACTIVITIES:

A. Maintain / Repair / Service Control Systems

- ◆ Troubleshoots, repairs, installs, calibrates, adjusts, monitors, replaces electrical, pneumatic, controls systems and equipment as required (e.g., Fire systems, Heating, Ventilation, Air-condition (HVAC) systems, nurse call and medication carts).
- ◆ Modifies and programs software for control systems.
- ◆ Designs graphics for control systems.
- ◆ Burns Erasable Programmable Read Only Memory (EPROM) chips.
- ◆ Performs diagnostics on control systems.
- ◆ Loads computer programs for control systems.
- ◆ Monitors and programs critical alarms.
- ◆ Monitors emergency power systems within facility.

B. Preventative Maintenance

- ◆ Checks and maintains control system components and related mechanical/electrical equipment throughout the facility.
- ◆ Provides input into the preventative maintenance program, and keeps appropriate records.
- ◆ Performs vibration analysis on specific equipment.

C. Equipment Repair

- ◆ Repairs and maintains equipment (e.g., pumps, fans, motors, dampers, valves, compressors, heat exchangers, humidifiers, ventilation units, filters, sprinkler systems, mixing boxes, sensors, hydronic systems, nurse call and medication carts).
- ◆ Provides air balancing.
- ◆ Repairs steam systems and associated equipment in accordance with Saskatchewan Boiler and Pressure Vessel Act.
- ◆ Fabricates parts.

D. Projects / Renovations

- ◆ Fabricates and installs HVAC systems.
- ◆ Commissions new equipment (e.g., HVAC systems).
- ◆ Works with and coordinates contractors, as required.
- ◆ Provides technical advice and input to consultants and engineers.

E. Related Key Work Activities

- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Performs asbestos abatement.
- ◆ Ensures that “as-built” drawings are updated.
- ◆ Purchases supplies and parts.
- ◆ Leads projects, including other trades and contractors.
- ◆ Processes work orders, maintains documentation and records (e.g., cost estimates).
- ◆ Ensures all work complies with Infection Prevention and Control Standards.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 18, 2023