



Provincial Job Description

TITLE:
(409) Automation System Technologist

PAY BAND:
17

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates and maintains building automation/life safety systems and associated equipment. Designs, implements and tests new applications for specific solutions and provides technical support.

QUALIFICATIONS:

- ◆ Electrical Engineering Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced computer skills
- ◆ Analytical skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Thirty-six (36) months previous experience which includes twelve (12) months co-op work term and twenty-four (24) months working as a Technologist in an automated commercial/industrial environment including process control programming.

KEY ACTIVITIES

A. Administration, Planning and Scheduling

- ◆ **Prioritizes workload and coordinates the operation of the automated control systems and associated equipment and life safety systems.**
- ◆ **Assists in the preparation and monitoring of operating and capital budgets.**
- ◆ **Acts as a liaison and communicates with other departments/staff and outside agencies/representatives (e.g., Fire Department, Infection Control, project leaders, planners, contractors).**
- ◆ **Coordinates and provides education and training to staff and students.**
- ◆ **Provides input into hiring and performance appraisal and performance review.**
- ◆ **Assists in the development, implementation and maintenance of policies and procedures.**
- ◆ **Coordinates and implements preventative maintenance programs ensuring compliance with preventative maintenance schedules and regulations (e.g., HVAC, Fire Alarms, CSA).**
- ◆ **Prepares estimates (e.g., repairs, projects, renovations).**
- ◆ **Prepares reports (e.g., preventative maintenance, energy efficiency, project status and recommendations).**
- ◆ **Ensures manuals/blueprints are current.**
- ◆ **Maintains inventory and obtains quotations.**
- ◆ **Schedules inspections, testing and repair of various building systems.**
- ◆ **Identifies and creates new solutions for aging equipment and infrastructure.**

B. Equipment Controls / System Maintenance

- ◆ **Performs inspections, commissioning, verification and calibrations.**
- ◆ **Designs, assembles, installs, troubleshoots, repairs and maintains building control and life safety systems.**
- ◆ **Analyzes and troubleshoots equipment integration problems and operating anomalies.**
- ◆ **Develops, modifies, programs and maintains software and graphics for control systems.**
- ◆ **Provides technical input in the evaluation of existing process control logic structures and logic programs.**
- ◆ **Monitors process inputs, observes related process outputs, evaluates and interprets and trends data.**
- ◆ **Maintains fire alarm and other safety devices and systems as required by applicable codes.**
- ◆ **Ensures communication between control panels and end devices is maintained.**
- ◆ **Performs routine preventative maintenance.**
- ◆ **May respond to emergency conditions for life safety and fire suppression systems.**

C. Project Coordination and Integration

- ◆ Plans, coordinates and monitors building automation aspect of renovation and construction projects.
- ◆ Leads projects, including other trades and contractors when building automation is a major part of the projects.
- ◆ Participates in planning activities to support the services of the building automation controls system with other departments and coordinates the activities with applicable staff.
- ◆ Participates in the prioritization of projects and maintenance.

D. New Equipment Evaluation / Testing

- ◆ Provides cost analysis and benefit trends for equipment purchases.
- ◆ Researches, evaluates and reviews new technologies and equipment.
- ◆ Develops installation and site plans for new equipment.
- ◆ Provides technical support to manufacturers/vendors during installation and calibration of new equipment.

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

Validating Signatures:

CUPE:

SGEU:

SEIU:

SAHO:

Date: June 17, 2025