



ANNOUNCEMENT OF VACANCY

Facilities Management

POSITION: Building Automation Coordinator

RESPONSIBILITIES: The Building Automation Coordinator is responsible for administering the building automation systems on campus to include: daily monitoring of system conditions and alarms, database backup, firmware upgrades, and program modification. Position requires the ability to work with several vendors on the design and implementation of system upgrades and expansion for renovation projects and new construction.

EDUCATION: Bachelor's degree or equivalent, preferably with emphasis on Computer Science and/or Business. Five years of direct building automation controls experience will be considered in lieu of a related degree.

EXPERIENCE: Two years administrative/computer experience in an academic facility desired.

SPECIAL SKILLS: Good understanding of the concepts of building automation systems. Preference may be given to candidates who have experience with Siemens Insight, Mitsubishi, and Trane building control systems. Good oral and written communication skills. General knowledge of various administrative and operational function is necessary.

PHYSICAL REQUIREMENTS: Work is medium duty. Must be able to lift up to 50lbs. Will need to lift, carry, push, or pull a variety of equipment and material such as: computers, printers, cables, sensors, power supplies and similar devices and equipment, and devices. Near vision acuity and color vision are required for making connections and splices.

INQUIRIES: Application review will begin immediately. Send application, a resume and contact information for three references to:

Human Resources
Eastern Mennonite University
1200 Park Road
Harrisonburg, Virginia 22802
jobs@emu.edu
fax: 540-432-4744

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