



Project Coordinator, Building Automation Systems

Job Classification Title	PROJECT COORDINATOR BLDG AUTOMATION SYST
Job ID #	2238675
Division	Environment & Energy Office
Section	Energy & Waste Management Office
Work Location	METRO HALL, 55 JOHN ST
Job Stream	Project Management
Job Type	Permanent, Full-Time
Salary/Rate	\$79,388.40 - \$93,256.80 / Year
Hours of Work (bi-weekly)	70.00
Shift Information	N/A
Wage Grade	6
Affiliation	Non-Union
Job Code (PSG)	TM2099
Number of Positions Open	1
Posting Date	03-Jun-2016
Closing Date	17-Jun-2016
HR Contact Name	Cindy O'Reilly
HR Contact Phone Number	397-4023
Division Contact Name	Robert Maxwell
Division Contact Phone Number	395-6927
Job Posting Status	
Job Description	

Major Responsibilities:

To oversee the maintenance, repair and assist with the installation of Building Automation Systems (BAS) in City facilities. The employee in this position will be involved in the following duties:

- Conducts technical investigations for the analysis of existing and proposed building automation systems in City facilities, including assessment of performance, cost benefit analysis and recommends changes and improvements
- Troubleshooting and diagnosing problems related to various Building Automation Systems including maintenance practices
- Provides recommendations to City building operators on settings, schedules and programming of Heating, Ventilation and Air-Conditioning and Lighting Controls systems to maximize energy efficiency
- Tests and verifies BAS setpoints and schedules ensuring an optimal system operation
- Assists and coordinates the implementation and commissioning of BAS projects in the City facilities
- Coordinates work of consultants and contractors during the construction and maintenance of BAS controls
- Coordinates and monitors work of staff in making necessary changes to various facilities' BAS controls
- Monitors the work of BAS maintenance contractors as required
- Develops strategies to improve the energy efficiency of City facilities and operations
- Identifies, implements and/or participates in providing appropriate Building Automation Systems (BAS) training programs for City Staff
- Liaises and works with staff of various City Divisions as part of the City's centre of expertise on BAS controls
- Assists in preparing Tender documents, Request for Proposals, Request for Quotations and Specifications for BAS control projects
- Prepares reports and recommendations on appropriate action related to BAS controls
- Participates in BAS project planning and ensure energy efficiency is incorporated into all major retrofits and construction projects in the City
- Participates and contributes to the Energy and Waste Management Office's work program

Key Qualifications:

1. College or Trade school Certificate/License/Diploma in Electronics, Instrumentation, HVAC or Mechanical

- Building Systems, or approved equivalent combination of education and/or experience.
2. Extensive experience in building automation (HVAC Controls) systems.
 3. Experience in Building Automation System (BAS) Programming and Commissioning
 4. Strong understanding of HVAC controls principals and sequence of operation
 5. Good knowledge of maintenance best practices for BAS controls
 6. Good communication skills, oral and written at a management level.
 7. Ability to read mechanical, electrical and HVAC schematic drawings and diagrams
 8. Proven diagnostic skills - able to systematically identify and resolve technical problems with BAS controls, software and hardware.
 9. Knowledge and experience in various building automation systems (BAS), energy efficiency including control technologies and strategies.
 10. Ability to work effectively in supporting fellow staff members in a strong team oriented workplace environment.
 11. Demonstrated leadership and decision making ability.
 12. A demonstrated ability to supervise, train, and mentor staff.
 13. Valid Ontario Driver's License, Class G.

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume or to the one used to set-up their Candidate Profile if applying on TalentFlow. As an applicant, it is your responsibility to ensure that you check your email regularly.

The City of Toronto is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the [City of Toronto's Accommodation Policy](#), a request for accommodation will be accepted as part of the City's hiring process.

To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.

Internal Posting Details

Eligibility to Apply:

- All employees are invited to apply for this position

Qualified List Information:

- A **list of qualified candidates** will be established for the Project Coordinator, Building Automation Systems position in the Environment & Energy Division, Energy & Waste Management Unit and will be in effect for 12 months from the date the list is created. Qualified candidates on the list will be considered when filling future permanent vacancies in this position. The position may not be reposted if a candidate from the list is selected or if a candidate is selected for placement into a permanent vacancy in accordance with the City's Acting Assignment Policy.

Notes:

- Applicants are required to demonstrate in their applications/resumes that their qualifications match those specified in the job posting. Additional information submitted after the job posting closing date will not be accepted
- Assessment may include an interview, written and/or practical test. Location of assessment to be determined
- Information in preparing for City job competitions is available on the internal Job Opportunities [website](#). If you do not have a computer, you may use the computers in the learning kiosks located at Etobicoke Civic Centre and Scarborough Civic Centre or Toronto Public Libraries

How to Apply for this Opportunity:

Interested candidates must apply **Online**. If you are viewing the posting on a computer, click on the "**Apply Online Now**" button. If you are viewing a paper copy of the posting, go to www.toronto.ca/jobs, click on "**Employee Access**" and follow the instructions to view, register and apply online.

Please Note:

- Fax, Mailed or Hand-Delivered resumes and cover letters **will not** be accepted
- Applications (resumes and cover letters) **must** be submitted before midnight on the closing date stated above
- Your employee number, name and address **must** be included on your resume and cover letter
- It is the employee's responsibility to ensure their contact information is correct on SAP. If you have any changes to your name, address, phone number, etc., please contact your Payroll Representative