

**JOB TITLE:** Facilities Maintenance Energy Specialist  
**PAY GRADE:** CL 24  
**LAST REVISED:** July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are not intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **SUMMARY DESCRIPTION**

Under general supervision from assigned manager, performs a variety of skilled journey level work in the design, fabrication, installation, and maintenance of mechanical or industrial electrical systems, electrical and mechanical controls, and heating, ventilation, and air conditioning systems (HVAC) for operations and programs primarily at the Nevada County Campus (NCC).

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Repairs, modifies, and maintains boilers, chillers, and air handlers; repairs air conditioners; monitors operation of chillers, boilers, and related equipment by computer and visual inspection; designs, fabricates, installs, modifies, and/or removes air moving equipment, air conditioners, condensers, refrigerants, economizers, coils, ductwork, Variable Frequency Drives (VFD's), motors, pumps, and insulation; performs preventative maintenance on all equipment.
2. Repairs and modifies computer-controlled HVAC equipment scheduling and temperature settings.
3. Installs controllers and connections for Data Distribution Service (DDS) Energy Management Systems (EMS); programs, monitors, and schedules multiple computerized Direct Digital Control (DDC) EMS at NCC; modifies EMS programs to meet changing needs of campus.
4. Modifies existing HVAC equipment or components to change, enhance, or augment functions to conserve energy or provide emergency smoke free air to buildings due to high Air Quality Index (AQI).
5. Performs journey level carpentry duties, including, but not limited to, designing and building walls, structures, display cases, shelves, cabinets, and tables; installs doors and fences, including electronic door mechanisms and automatic doors; installs and repairs locks and latches.
6. Performs journey level plumbing installation and repair; unclogs and repairs sewer lines; installs valves, water heaters, faucets, sinks, drains, lavatories, and toilets.
7. Performs journey level electrical duties; installs, maintains, and repairs industrial and commercial electrical distribution systems, wiring for energy management systems, and fixtures, including ballasts, lighting control systems, motors, heaters, generators, switchboards, and pumps.
8. Responds to reports of alarms, leaks, suspicious odors, electrical problems, power outages, HVAC problems, or elevator malfunctions; may be required to respond after normal working hours.
9. Provides cleaning and maintenance assistance related to weather activities (i.e., minor flooding, snow/ice removal, leaf/branch removal).
10. Installs, tapes, and textures drywall; paints, varnishes, or stains walls, doors, floors, and furniture; lays carpet and linoleum; Fiberglass Reinforced Plastics (FRP), trim and baseboards; repairs drop ceilings.

11. Inspects and repairs roofs, gutters, and downspouts; performs masonry duties, including foundation, curb, footing, retaining wall, and walkway repair.
12. Inspects, tests, and troubleshoots small and large appliances; replaces smoke and heat sensors, fire alarms, emergency lighting; replaces batteries as needed; troubleshoots nonfunctioning elevators.
13. Monitors and treats HVAC hydronic systems; troubleshoots leaks and makes repairs.
14. Maintains inventory of parts and supplies; locates vendors and orders parts and supplies.
15. Assists in the planning and design of campus expansion and renovations; plans work as directed, develops budget and estimates, purchases materials, maintains records, and prepares reports.
16. Serves on Incident Response Team (IRT) for emergency response, including annual training drills and assisting in managing emergency response for site.
17. Oversees day to day universal waste for campus.
18. Performs monthly generator testing and maintenance, including recordkeeping for Environmental Protection Agency (EPA) reports.
19. Repairs and replaces or monitors cafeteria equipment, including walk-in freezers and refrigerators, ovens, meat cutters, garbage disposals, sinks, and drains.
20. Notifies Community Safety Department of suspicious activity and/or persons in need of assistance.
21. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
22. Performs related duties that support the overall objective of the position.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Journey level electrical, plumbing, carpentry, locksmith, and commercial painting work methods, practices, techniques, and procedures.
- Procedures, repairs, techniques, and concepts of mechanical and electronic air balancing, electrical and electronic systems, and energy conservation.
- Operation of boilers, chillers, air handlers, and HVAC systems.
- Concepts, practices, and techniques of fire prevention systems.
- Federal, state, and local building/construction codes and standards.
- Small to large engine/motor maintenance and repair.
- Operational characteristics of digital controls.
- Water treatment techniques.
- Equipment calibration techniques.

**Ability to:**

- Perform journey level electrical, plumbing, carpentry, locksmith, and commercial painting work methods, practices, techniques, and procedures.
- Operate, maintain, and repair HVAC systems, chillers, boilers, air handler units, and electronic devices and components.
- Operate trucks, forklifts, scissor lifts, boom trucks, chain hoists, electric high-lift equipment, and maintenance equipment, including hand and power tools.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques, “lock-out/tag-out”, and safe handling, storage, and disposal of hazardous materials, including refrigerants.
- Read and interpret engineering drawings, sketches, blueprints, schematics, and building and fire codes.
- Plan and organize work to meet changing priorities and deadlines.

- Perform basic record keeping functions.
- Use computers and related technology sufficiently to perform the duties of the classification, including software or web-based work order system, to receive and report work needed and work completed.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing, including, but not limited to, electronic communications via District assigned smart phone or personal computer (PC).
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Coordinate with staff and others to minimize delays or interruptions to District activities.
- Respond to emergencies.
- Work independently and collaboratively.
- Apply District policies and procedures.

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:*

**Education/Training**

- Equivalent to the completion of the twelfth grade supplemented by specialized training in electrical principles, heating, ventilation, refrigeration, and air conditioning repair and maintenance.

**Experience**

- Three years of training or experience at the journey level in the electrical, plumbing, carpentry, and heating, ventilation, refrigeration, and air conditioning trade.

**License/Certificate** - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- Asbestos Awareness Training Certificate.
- Bloodborne Pathogens Exposure Control Program Certificate.
- EPA Refrigerant Handling Certificate.
- Forklift Certificate.
- Hazardous Materials Awareness Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in both indoor and outdoor environments; travel from site to site; exposure to heights, noise, dust, electrical energy, grease, smoke, fumes, noxious odors, and gases; exposure to inclement weather; work and/or walk on various types of surfaces, including slippery or uneven surfaces. Position may be required to work evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; to stand and walk for extended periods of time; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: July 15, 2025