Job Title: Automation Specialist
Department: Automation
Reports To: Automation Department Manager
Work Hours:

Monday – Friday, as required to complete job duties
As required on weekends

Wage: Salary, negotiated
Responsible For: Assigned Automation Technicians

GENERAL PURPOSE OF JOB:

1. Manage and supervise the Automation portion of all assigned projects in a manner that they can be completed at a cost level at or below that which they were estimated. This would include all design and programming aspects of a project including material, field personnel labor and subcontractors as required.
2. Maintain excellent communications between Newcomb and Company and all commercial customers.
3. Provide / coordinate design, integration, programming, final connections, startup, commissioning, warranty and DOA repair of building automation controls system comprised of but not limited to Niagara AX systems, various manufacturer network area controllers, remote I/O using BACnet, Lonworks and Modbus protocols.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Coordinate review of all assigned jobs with coordinator and project management. Coordinate review of same jobs with technicians prior to their starting of the job. This would include all specifications, drawings, submittals, purchase orders, etc.
2. Tridium Niagara AX certification is required.
3. Alert the Sales Engineer to any conflicts with the packages and actual job conditions. Pay special attention to all drawings.
4. Develop system architecture and coordinate development of graphical user interfaces.
5. Coordinate development of project submittals and drawings.
6. Configure and program all system software as required.
7. Coordinate / assist in complete startup and commissioning of installed building automation systems.
8. Coordinate / assist in completion of all paperwork as required to document startups and commissioning.
9. Provide troubleshooting, warranty and DOA repairs as necessary and required paperwork.
10. Coordinate / participate in owner training on site as needed.
11. Work closely with the Automation Department Manager and all other project and department managers to coordinate work pertaining to assigned projects.
12. Assist as necessary in the daily scheduling of start-up and controls technicians with the Coordinator.
13. Coordinate required job materials on a daily basis with the Coordinator in a manner to maximize field production.
14. Coordinate required subcontractors on a daily basis in order that assigned projects can proceed as needed, for example, Test and Balance and Insulation.
15. Create purchase orders with outside vendors as required to provide required material to field personnel.
16. Review and approve all invoices associated with issued purchase orders.
17. Visit assigned job sites on an as needed basis to monitor production, quality and to ensure designated field personnel are following proper safety procedures.
19. Be aware of all OSHA requirements that may pertain to assigned projects.
20. Resolve daily any issues with field personnel working on assigned projects.
21. Provide on the job training and instruction for all designated field personnel as required. Identify issues that would require more extensive training. Lead weekly training sessions.
22. Coordinate the closeout of all assigned projects including the start-up of equipment, as-built drawings, turnover documents, etc.
23. Good computer skills are essential to this position as the use of Microsoft Word, Outlook and various types of hardware and software will be required as part of typical communication within Newcomb as well as to our customers and building automation systems.
24. Good people skills are essential to this position due to its supervisory nature.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Assist in the interview and hiring of automation technicians as required.
2. Assist in the monitoring of work hours for all assigned field technicians to ensure that overtime is only used where approved, estimated or warranted.
3. Assist in the completion of annual employee evaluations with supported personnel.
4. Coordinate and review all time and material and change order work to make sure all material and labor costs are properly documented and turned in to the Salesperson / Engineer for billing.
5. Coordinate all inspections with field personnel and the coordinator until they are passed.
6. Monitor all rentals (i.e. lifts, lulls) on assigned projects in order that they are properly utilized and returned promptly when no longer needed.
7. Assist other departments as required by management.
8. Attend various jobsite meetings as required by our customers. It will be our focus to avoid these meetings where our attendance is not strictly mandated if we can accomplish the same communication in another manner.
9. Maintain assigned company vehicle in a professional manner.
10. Participate in / lead training classes as determined by Automation Department Manager and VP of Operations.
11. Participate in continuing education / training classes as necessary.
12. Assist in monitoring field personnel trucks and inventory.

I, __________________________________ , have received this job description from my supervisor, have read it, and fully understand that these are my duties. As my duties increase, they will be added to this description. I understand that performance of these duties will be expected of me in the future.

Signed : __________________________________

Date : ________________________________