



Example of Building Automation Job Description

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Our company is growing rapidly and is looking for a building automation. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for building automation

- Participates in job site final walk thru and manages the final building automation inspection and the completion of all close out documentation such as As-Built drawings and system operating instructions, transfers or excess materials, billings, collections and payments, and all project records
 - Follows up with appropriate management to assure understanding and satisfaction of job scope
 - Monitors progress to assure compliance with the pre-determined execution plan
 - Utilizes financial and monthly forecasting tools, working with other team members, to monitor/manage and control costs
 - Prepares and issue progress billings for invoicing and pursues timely payments from the customer
 - Authorizes payments to material suppliers, subcontractors, vendors
 - Responsible for customer invoicing and following up with delinquent/past due project invoices
 - Serve as the primary facility liaison with departmental, university and external contacts in an effort to streamline all building automation system activities through the responsible zone maintenance manager
 - Handles start-up functions on selected building automation control systems based on project plans, specifications, and contract documents
 - Lead a national sales team, focused on high priority opportunities
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- Strong knowledge of the building automation industry (specifically DDC) fundamentals and business operations
- Experience working in government facilities
- Self Starter – ability to work in a remote management model
- Strong computer skills including the Microsoft office suite (Excel, Word, & MS Project)
- 10+ years' experience with maintaining automation (Siemens, Johnson Controls, Trane, Schneider,) and PLC controls
- Ability to correctly and skillfully operate the various standard tools and equipment of the trade, , test lamps, ammeters, voltmeters, torches