Position Title: Assistant Building Controls Technician
Department: Building Services
Location: Albany, NY
Hiring Rate: $53,764
Bargaining Unit: CSEA
Posting Date: July 30, 2021

Our Mission
We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions
To apply for this job opportunity:

Please click here

For further questions please contact: Human Resources
515 Broadway, Albany, NY 12207
518.257.3550 (fax)
Recruiting@DASNY.org (e-mail)

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

DASNY is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.
Position Description

Position Title: Assistant Building Controls Technician
Grade/Classification: 3 (D1) – Para & Entry Level Professional II
Bargaining Unit: CSEA
FLSA Status: Non-Exempt

Last Revised: July 27, 2021

Primary Purpose
The Assistant Building Control Technician assists with the maintenance, troubleshooting and repair of building systems including plumbing, electrical, HVAC, fire protection, standby generator, data and communications cabling, access control and other maintenance operations related to the Albany, Buffalo, Rochester and NYCO facility buildings, grounds, and equipment.

Essential Functions
• Assist with the operation, maintenance, troubleshooting, and repair of sophisticated mechanical systems located at Albany and Delmar along with monitoring the NYC, Rochester, and Buffalo office.
• Assist with the troubleshooting, repair of the Andover / Schneider building management controls system which integrates control of all building functions including HVAC, fire and smoke control, access control, and lighting at Albany, NYC, Buffalo, Rochester and Delmar properties.
• Perform necessary maintenance and repairs on all HVAC components including compressors, piping, filters, motors, pumps, valves, controls, bearings, and fans.
• Maintain all air handler, electrical and tool rooms, as well as the mechanical penthouse room that houses the chillers, boilers, pumps and piping in a clean and organized fashion.
• Perform necessary maintenance and repairs to humidifiers, water towers, chillers, pumps, door locks and closers.
• Assist with the installation, maintenance and troubleshooting of the LTS security camera systems including all camera and recording devices located at Albany, NYC, Buffalo, Rochester, and Delmar properties.
• Perform monthly inspections and reports pertaining to emergency lighting, fire extinguishers, generator, and elevator operation testing.
• Perform and coordinate maintenance activities for buildings, grounds, and equipment at Authority owned facilities, including cleaning, repairs, ensuring the safety and security of the premises, and maintaining the grounds.
• Perform plumbing, electrical, heating, ventilating, painting, and decorating activities, as well as snowplowing, shoveling, and salting of walkways and parking areas.
• Must be available at times other than normal work hours for emergencies.

Other Duties and Responsibilities
• May be called upon to perform duties in emergency situations (i.e., when the Authority’s facilities are affected by fire, severe weather, equipment failure or criminal acts).
• Assist with the documentation and implementation of procedures.
• Assist with internal controls implementation, review, and testing.
• Undertake special assignments as directed.
• Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet.)

Supervision
Position Description

Physical/Mental/Visual Demands
Requires weekly local travel, monthly travel to NYC, Rochester and Buffalo as needed using public transportation, DASNY vehicle, rental vehicle, or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Requires exposure to weather and temperature extremes, loud noises, heights (climbing ladders, scaffolding, etc.) and work safety hazards (chemicals, fumes, etc.). Requires physical mobility (movement from place to place), physical strength, dexterity and coordination, endurance (prolonged physical activity with limited opportunity to rest), ability to lift at least 50 pounds, time pressure of decision-making, ability to see and hear clearly, ability to smell, and ability to distinguish colors. Must be available to occasionally work a modified work schedule or extended workday hours.

Work Environment
Requires the use of building maintenance machinery such as chiller and boiler plants, generators, motors, pumps, building control systems, testing equipment, and standard office equipment (computers, copiers, etc.).

Minimum Qualifications
High school diploma or equivalent plus six years relevant experience. Current EPA Refrigerant License (Universal, 40 CFR Part 82) and/or a current NYS Electrician Certification. Must possess a valid driver’s license.

Preferred Qualifications
Bachelors degree plus two years of relevant experience or an Associate’s degree in Facilities Management or related field plus four years relevant experience. Current EPA Refrigerant License (Universal, 40 CFR Part 82) and/or a current NYS Electrician Certification. Must possess a valid driver’s license. Familiar with DAY Automation / Continuum building management systems.

Essential Skills
- Demonstrated organizational skills and ability to prioritize.
- Demonstrated analytical and conceptual skills.
- Proficiency in the use of hand and power tools, pipe threading equipment, and a wide variety of test equipment including air balance equipment, refrigeration service gauges, multimeters, etc.
- Proficiency in the use of brazing and soldering, torches, and tools.
- Familiarity with applicable building codes and standards, NFPA, NEC, etc.
- Demonstrated ability to work independently and exercise sound judgment.
- Proficiency in PC Applications such as: Word, Excel, Access, and Outlook.