



**Position Announcement: HVAC/Building Controls & Automation Technician.**

*Worldwide Entertainment and  
Conference Venue Management*

**POSITION:** HVAC/Building Controls & Automation Operator Technician  
**DEPARTMENT:** Engineering  
**REPORTS TO:** Engineering Manager  
**FLSA STATUS:** Non-Exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a HVAC/Building Controls & Automation Technician in Jacksonville, Florida. This is a skilled position in the operations, maintenance and repair of the heating ventilating, air conditioning equipment (HVAC) refrigeration and Ice Systems controls and building automation at the SMG Jacksonville facilities.

**MAJOR RESPONSIBILITIES:**

- Perform troubleshooting, preventative maintenance and service tasks to ensure that automation system is properly maintained and operating correctly.
- Handle emergency service calls as directed during the day and after hours.
- Respond to service calls, check indicated points of trouble and analyze full requirements of system involved and checks and test system components.
- Diagnose trouble or defect, determine corrective action and repair system.
- Prices, proposals and proceeds with new work as per issued guidelines.
- Completes service repairs, replacements, upgrades, adjustments, and calibration on automation systems and components following used tasking, maintenance, troubleshooting and installation instruction.
- Perform system checkout and assists in automation systems startup for service installed jobs.
- May coordinate electrical installation with electrical contractor at job site as required.
- Complete and submit written service orders and reports covering all aspects of each assignment and activity.
- Complete and submit timesheets and other necessary information weekly.
- If improper operation is due to another system or component, discuss problems with office and advise of the best course of action.
- Participate in job final walk and/or final completion for systems to service turnover on assigned jobs.
- Performs semi-complex work within technical or paraprofessional area.
- Effectively identifies problems as they occur and take appropriate steps to solve them in situations where the problem is not unusual or complex.
- Refers complex, unusual problems to others, as appropriate.

**QUALIFICATIONS:**

- Associate degree or three plus years of vocational technical training preferred.
- HS Diploma or equivalent required.
- Specialized training or certification may be required.
- Knowledge of automation systems, HVAC, electrical concepts and building operations preferred.
- Proficient in computer programs including Microsoft Office, Word and Excel.
- Requires the ability to work flexible hours including nights, weekends and holidays based on event schedule.
- Moderating lifting at least 75 pound and strenuous working conditions.
- Exposure to possible hazards of extreme noise, electrical shock, falls, bruises, burns and other possible job hazards. Required to utilize protective equipment as may be needed for specific tasks.
- Involves walking on ice, bending, stooping, climbing (inclusive of ladders, must be able to work from scaffolding and a heights of up to 130 feet. These qualifications must be met with or without reasonable accommodation.

This position offers a competitive salary and benefit package. Resumes must include salary requirements for consideration and may be sent to:

FAX: 904-630-3913  
EMAIL: SMGHR@coj.net

**SMG is an Equal Opportunity Employer**

**Date Opened: June 30, 2008**