

Wayne-Finger Lakes BOCES – Vacancy
Salary range: \$18.05-\$19.69/hr.

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held at a later date. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

ENERGY SYSTEM TECHNICIAN TRAINEE

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher, in HVAC, Mechanical Technology, Electrical Technology, Mechatronics, or closely related field OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years full-time paid experience, or its part-time equivalent, in the day-to-day operation of a commercial/institutional facility's mechanical systems INCLUDING one (1) year direct experience working with energy management building controls including database management, installation and programming; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SUBSTITUTION - EDUCATION: Possession of a vocational or technical training program certificate in one of the Electrical trades; HVAC, HVAC Technology, Electrical Technology, Building Controls/Building Automation Systems Technology, Industrial Maintenance Technology, Mechanical Technology, Electro-Mechanical Technology, Facilities Maintenance Technology, or closely related field, may be substituted for the Associate's Degree in (1) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT – AT TIME OF APPOINTMENT: Possession of a valid New York State Operator's license at time of appointment and maintenance of such license throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to provide training and experience to candidates who would not otherwise qualify to oversee, operate, maintain and perform repairs to the agency's utilities and maintaining maximum energy utilization throughout the building(s) of the agency. Trainees receive on-the-job training while performing duties of a limited technical/mechanical nature while under close and continued supervision. As the employee's skill and knowledge increase, the employee receives less direction until at the full performance level. The incumbent receives direct and administrative supervision from a higher-level administrator and is responsible for planning and initiating projects. Assisting with the planning, assigning and supervising maintenance staff is a function of the position. Does related work as required.

Trainee appointments are for a period of two (2) years, following which incumbents receiving satisfactory ratings will be advanced to the title of Energy System Technician without further examination.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in analyzing buildings and operations with computerized programs to determine the optimum utilization of HVAC, electrical, lighting and control systems;

Participates in the monitoring of all building controls and recommends efficiency changes to the department head;

Continued on Page 2

ENERGY SYSTEM TECHNICIAN TRAINEE

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Records and logs electrical, natural gas and fuel oil power load demand and total consumption;
Participates in the monitoring of all buildings connected to the control system and makes the necessary corrections and adjustments to match building requirements;
Notes deviations from normal operating conditions and assists in dispatching maintenance personnel to perform corrective actions;
Participates in conducting building energy audits to identify energy conservation measures;
Assists in preparing grant applications relating to technical assistance and energy conservation;
Assists in implementing system modifications with in-house staff;
Participates in the inspection of renovations and modifications installed by contractors to insure compliance with specifications to minimize future operational problems;
Participates as part of a sustainability committee in training students and staff to promote energy conservation;
Participates in the inspection, supervision and assists in the cleaning, calibrating, lubricating, repairing and replacing of controls and devices related to HVAC systems;
Assists in supervising and directing students in campus wide survey of energy using equipment;
May install and test fiber optic cables.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of heating ventilating and air conditioning maintenance;
Knowledge of operating a mechanical system serving multiple buildings;
Knowledge of computer systems as they relate to monitoring of HVAC, electrical operations and oversight;
Ability to plan and supervise the work of others;
Ability to understand oral and written directions;
Analytical and mechanical aptitude;
Tact and diplomacy in dealing with contacts.

APPROVED: JANUARY 6, 2026

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES