

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CENTRAL CONTROL OPERATOR**

**JOB DESCRIPTION**

Employees in this job operate and monitor centralized, automated, building environmental, life safety, and security systems. Using knowledge of electrical and mechanical trades, employees monitor graphic displays in order to control heating, air conditioning, ventilation, lighting, boilers, pumps, alarms, and other building control equipment.

There are three classifications in this job.

**Position Code Title – Central Control Operator-E**

**Central Control Operator 8**

This is the intermediate level. The employee performs skilled assignments in the operation of the centralized, automated, building environmental control equipment under close supervision.

**Central Control Operator E9**

This is the experienced level. The employee performs a full range of assignments in the operation of centralized, automated, building environmental control equipment. Employees must have complete knowledge of environmental systems, energy conservation programs, and emergency procedures. Employees use independent judgment to interpret and apply guidelines to specific situations.

**Position Code Title – Central Control Operator-A**

**Central Control Operator 10**

This is the advanced level. The employee performs advanced central control operator assignments for the specific work area. At this level, the employee has increased responsibility in such areas as: shift information coordination, interpreting policies and procedures, serving as liaison to staff and higher level management, troubleshooting, and adapting computerized environmental control systems.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Monitors computerized equipment that controls environmental systems (heating, air-conditioning, ventilation etc.) for State buildings.

Monitors computerized equipment that controls security systems (fire, weather alerts, property, etc.) for State buildings.

Responds to systems' alert by analyzing data and determining action needed to resolve situations that may include making equipment adjustments or summoning maintenance personnel.

Performs maintenance programming on computer terminals at authorized level of entry, using system language, to assure proper system operation.

Communicates with various State personnel, State Police security, maintenance staff, and other tenants.

Determines event location, notifies emergency response personnel, and provides routing instructions.

Maintains appropriate logs and records for systems' documentation.

May assist in training lower level central control operators.

Performs related work as assigned.

### **Additional Job Duties**

#### **Central Control Operator 10 (Advanced Worker)**

Regularly handles the most complex and difficult assignments in the work area.

Maintains and updates methods of operation for heating and cooling based on seasonal demands and equipment condition for over forty buildings located statewide.

Performs major operational programming changes to the ten different automation systems.

Develops graphical console displays.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

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Knowledge of mechanical and electrical systems used in the maintenance and control of the operation.

Knowledge of Central Control's policies and procedures.

Knowledge of Central Control emergency procedures and ability to carry out the prescribed procedures.

Ability to determine appropriate response to data presented in various charts and color graphics displayed on equipment monitors.

Ability to communicate with various State personnel, State Police security, maintenance staff, and other tenants.

Ability to communicate effectively with others.

Ability to perform mathematical calculations.

Ability to use system programming to make limited adjustments to equipment operations at an authorized level.

### **Additional Knowledge, Skills, and Abilities**

#### **Central Control Operator 10**

Knowledge of computer programming languages used in building automation/environmental control systems.

Ability to provide training to lower-level operators and provide coordination of information between shift operators.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

#### **Central Control Operator 8**

Two years of experience assisting in the operation of automated heating, ventilation, and air conditioning equipment.

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**Central Control Operator E9**

Four years of experience in the operation of automated heating, ventilation, and air conditioning equipment, including two years equivalent to a Central Control Operator 8.

**Central Control Operator 10**

Five years of experience in the operation of automated heating, ventilation, and air conditioning equipment, including one year equivalent to a Central Control Operator E9.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
CENCRLOPR

**Job Code Description**  
Central Control Operator

**Position Title**  
Central Control Operator-E  
Central Control Operator-A

<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
CENTOPRE	A31-009
CENTOPRA	A31-012

ECP Group 1  
Revised 6/1/06  
TeamLeaders