



## INDOOR AIR QUALITY COORDINATOR

Job Code:  
Bargaining Unit:  
Effective Date:

### Description of Work

#### General Statement of Duties

Under direction, performs highly technical and/or coordinator level professional work in the investigation, development, design, testing and operation of all mechanical equipment in building construction and operation for conformity to applicable building codes, good practice and safety; indoor air quality assessments and recommendations, performs research as needed; participates in and helps lead the building automation system operations and performs related work as assigned.

#### Typical Duties Performed

The listed examples may not include all duties performed by all positions in this class.

Coordinating the development and management of the district's IAQ Management Plan. This includes establishing and overseeing an IAQ Team, coordinating building walkthrough inspections, coordinating the building system evaluations, coordinating the investigations of reported IAQ issues and concerns, and modifying the IAQ Management Plan to fit the district's specific needs and objectives.

Acting as the key contact person within the district to respond to and address IAQ issues and concerns.

Plan, Prepare, and review building automation system design, specifications, changes, and improvements for overall compliance and to ensure that the work is consistent with the District's energy plan.

Reviews energy data, makes recommendations on conservation efforts, prepares grant and other energy saving opportunity applications, tracks energy use data and prepares reports as needed.

Reviews specifications for heating, ventilating, plumbing and electrical equipment in buildings, structures and related items.

Assesses and reviews indoor air quality systems, complaints, and reviews specifications and plans to ensure compliance with all applicable codes and requirements.

Reports on explosions, failures and other mishaps which may occur anywhere in the District.

Communicating with staff, parents, and other parties regarding the progress made with the IAQ Plan and the process of reporting IAQ concerns.

### **Minimum Qualifications**

College degree in mechanical engineering or related field and five years experience in coordinating IAQ issues and/or the design, operation and/or testing of HVAC (Heating, Ventilation, Air Conditioning) and Building Automation systems. Must be a licensed Professional Engineer in the State of Minnesota.

### **Preferred Qualifications**

7 or more years of engineering or technical expertise in HVAC, indoor air quality, and building automation systems. Experience in educational buildings and systems.