

## Position Profile

TITLE:	Building Automation – Junior Automation Specialist
REPORTS TO:	Engineering Lead
LOCATION	Greater Toronto Area

## GTA Region

In this position you will be challenged to have an advanced understanding of the Building Automation Systems (BAS) Industry. As Junior Automation Specialist, new hires will be required to learn a vast array of products, processes, applications and software's. You will be working under an automation specialist while assigned some small projects of your own. The position requires a technically competent individual to support the solutions we provide, as well as existing systems owned by external customers. These systems include but not limited to:

- Building Automation Systems
- HVAC Applications
- DDC and Electronic Controls
- IOT and Networking

## Candidate Profile

The successful candidate will demonstrate the following:

- Demonstrated knowledge of HVAC control systems.
- Familiarity with Microsoft Software (including Visio, Excel, Outlook, etc.).
- Strong verbal and written communication skills.
- Ability to interface effectively with clients and contractors
- Ability to multi-task between Field work and other duties and responsibilities
- Ability to work effectively in a team-based environment with minimal supervision

## Primary Roles & Responsibilities

- Assist Automation specialist in field commissioning and point to point commissioning
- Download programs, address controllers and commission field controller networks
- Review and marked up drawings and generate commissioning notes to create accurate project as built and close-out documents.
- Assist with database generation by creating and modifying control system graphics.
- Communicate to team the daily status of tasks performed
- Execute projects directly assigned as lead in a timely manor



- Manage personal backlog of assigned projects
- Review Control systems drawings/submittals generated by design team for projects directly assigned.
- Communicate project status to team
- Work with and coordinate tasks with electrical sub trades and mechanical contractors
- Perform end user training as required to complete the project

#### Other duties and Responsibilities

- Log hours worked on projects, technical support, and other tasks in our project management tools
- Set up for all internal/external customer training sessions hosted by Yorkland
- Participate in Training initiatives
- Adhere to all company policies

The above is intended to describe general nature and work level being performed. This should not be construed as the complete list of duties assigned to the position.

#### How to Apply:

Interested candidates should reply by sending resume and supporting information to:  
**rmondelli@yorkland.net**