



**University of Texas at El Paso
Job Description**

Job Code: 5288
Job Title: HVAC III
Department: Facilities Services
Reports To: In accordance with specific departmental policies
FLSA: Non-exempt
Prepared by: Human Resource Services
Creation / Revision Date: October 21, 2010

Summary: Provides skilled journeyman work with preventative, planned and corrective maintenance, repair and installation of HVAC equipment.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Assumes supervisory role in the absence of Supervisor.

Prepares work assignments covering the areas of heating, ventilation and air conditioning (HVAC) systems, refrigeration systems, and energy management control systems (EMCS); supervises and coordinates activities of HVAC and EMCS technicians in conjunction with and in the absence of the Supervisor and manages projects and work load assignments; trains new and current employees in HVAC and EMCS maintenance and operation techniques.

Completes point by point inspection of control sub systems to ensure continuity of service and savings; calibrates and maintains water treatment systems; performs mechanical maintenance or replacement of motors (fans, pumps, dampers, etc.); repairs and calibrates instruments to include thermostats; performs general refrigeration trouble shooting and repairs on ice makers, water fountains, and other refrigeration equipment up to 2000 tons; dismantles malfunctioning systems and tests components; replaces or adjusts defective or worn parts to repair systems; performs water chemistry and analysis, and applies water treatment chemicals as necessary; assists with boiler cleanings; identifies and reports safety hazards.

Performs and ensures compliance with scheduled preventative maintenance and inspections; installs and replaces motors and pumps requiring lifting, hoisting, and aligning components into position; starts system, observes operation, reads gauges and instruments, and adjusts mechanisms such as valves, controls, and pumps to control level of fluid, pressure, and temperature in system.

Troubleshoots and diagnoses problems through Apogee 600 system or pneumatic controls; assists in data back up of operating data and programs.

Assist with detailed estimates of time and materials required for a job; inspects contracted work.

Works various schedules and is required to carry a pager and be On-call.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities No supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Associate's degree.



Minimum Experience required:

Three years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Experience performing a variety of skilled maintenance and repair work related to HVAC systems and/or energy management systems

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, back belt, eye protection, face shield, ear plugs, muffs, disposable respirators or respirator masks, leather or neoprene gloves, neoprene boots, rubber apron and sleeves, and hardhat.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and humid conditions; moving mechanical parts; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of radiation. The noise level in the work environment is usually moderate.