

JOB INFORMATION

Effective Date	7/26/2023
Job Code:	6642
Job Title:	Lead HVAC Operator/Mechanic
Salary Grade/Structure:	190 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	Trades
Job Summary	The Lead HVAC Operator/Mechanic supervises and works with evening HVAC crew. Performs maintenance and repairs on all types of heating and cooling systems and related facilities infrastructure equipment. Performs daily rounds of building systems and equipment; adjusts and tunes equipment to meet established requirements for energy management and occupant comfort; records and communicates results to ensure optimal system performance. Performs full range of preventive maintenance tasks in accordance with best practices and/or customer instructions. May assist others in the installation or modification of heating and cooling system equipment as directed. Other duties as assigned. Subject to appointment on the FMC Emergency Ride Out Crew..

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED		Required	
High School Diploma or GED	Trade School certificate or diploma.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	Ten years of HVAC maintenance and repair experience with 5 years of experience in chilled water systems. Thorough knowledge of plant operations. Ability to troubleshoot and repair a variety of electrical and mechanical equipment. Ability to supervise a crew.	Required	
Less than 3 yrs	Supervisory experience. Knowledge of water treatment systems.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Type III Universal Refrigerant, Transition and Recovery Certification.	Upon Hire	Required	
	State of Texas Contractor License.	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Extensive understanding and knowledge of operations, repairs and preventative maintenance of all HVAC equipment. 	Skilled
<ul style="list-style-type: none"> General knowledge of electrical systems and control circuits. 	Skilled
<ul style="list-style-type: none"> Ability to efficiently manage a crew by assigning jobs and ensuring that the work is done adequately. 	Skilled
<ul style="list-style-type: none"> Ability to implement and enforce safety methods and requirements. 	Skilled
<ul style="list-style-type: none"> Ability to prioritize work for the crew based on importance to the functioning of the campus. 	Skilled
<ul style="list-style-type: none"> Ability to effectively communicate with crew, UHCL staff and contractors. 	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Troubleshoots and repairs all heating and cooling systems as well as related facility infrastructure equipment. 	20%
<ul style="list-style-type: none"> Ensures daily rounds are completed and that the information is logged and problems and resolutions reported . 	20%
<ul style="list-style-type: none"> Ensures that proper preventative maintenance is accomplished and makes recommendations for additional maintenance requirements. 	20%
<ul style="list-style-type: none"> Monitors Building Automation Systems for alarms, faults and comfort settings. 	10%
<ul style="list-style-type: none"> Responds to hot and cold calls and ensures that work orders are addressed in a timely manner. 	10%
<ul style="list-style-type: none"> Ensures that water treatment is maintained at the correct levels and makes adjustments if required. 	5%
<ul style="list-style-type: none"> Provides supervision to crew on assigned shift providing quality assurance to completed jobs. Provides training to employees as needed. Ensures that the shift is staffed at all times. 	10%
<ul style="list-style-type: none"> Performs other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Labor

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling					X	
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking					X	
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet			X		
Noise					X
Hazards					X
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Travel Requirements

Estimated Amount	Brief Description
0%	