University of Houston – Clear Lake
Position Description

Job Title: **HVAC Operator/Mechanic II**

Job Code: **7626**   Pay Grade: **160**   FSLA: **NE**

Location: **UHCL**   Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma, GED or equivalent.	
Experience	Three years maintenance and repair experience in an institutional environment (school or hospital). Ability to understand, operate and troubleshoot mechanical equipment. Ability to work on assigned tasks with minimal supervision.	Trade school certification.
License/Certification	EPA Certification Type I & II	Universal

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

A twenty-four hour operation with day, evening and night shifts, The HVAC Operator/Mechanic II provides skilled mechanical service to monitor, maintain, diagnose and repair malfunctions campus wide. Operational checks of on-line HVAC equipment and preventative maintenance is accomplished to insure functionality and reliability of systems. Ability to work on assigned tasks with minimal supervision. Subject to appointment on the campus hurricane ride-out crew. Other duties as assigned.

Duties and responsibilities	% Time
Makes repairs to building HVAC systems, rebuilding of pumps, replacing shaft bearings, etc.	25
Completes equipment inspection logs, visually monitors oepration and status of HVAC systems. Monitors the building automation systems computer for alarms and trouble calls.	20
Performs preventative maintenance for procedures to HVAC equipment in accordance to established schedules.	20
Maintain clean and safe work environment by sweeping, mopping, painting, etc. Responds to hot and cold calls from all campus locations, makes adjustments or repairs as required.	20
Checks to insure correct water treatment protocol for all cooling tower and closed loop systems. Other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.