

University of Houston – Clear Lake

Position Description

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

Job Code: **7625**

Pay Grade: **090**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma, GED or equivalent experience.	
Experience	Ability to learn and understand mechanical equipment.	HVAC experience. Trade school certificate.
License/Certification		

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 works with supervision to provide 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 under 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.	20
Completes equipment inspection logs, visually monitors operation and status of HVAC systems. Monitors building automation systems energy management system computer for alarms and trouble calls.	20
Performs preventative maintenance procedures to HVAC equipment in accordance with established schedules.	20
Maintain clean and safe work environment by sweeping, mopping, painting, etc.	20
Responds to work requests makes adjustments or repairs as required. Checks to insure correct water treatment protocol for all cooling tower and closed loop systems. Other duties as assigned.	20

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