

# University of Houston – Clear Lake

## Position Description

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

Job Code: **6642**

Pay Grade: **180**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma, GED or equivalent combination of training and experience.	Trade school.
Experience	Ten years maintenance and repair experience in an institutional environment (school or hospital). Thorough knowledge of plant operations including chilled and hot water systems. Ability to troubleshoot effectively and repair equipment. Ability to read and interpret blueprints.	Graduation from an HVAC trade school is preferred.
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 Lead HVAC Operator/Mechanic provides skilled mechanical service to monitor, maintain, diagnose and repair malfunctions campus wide. Operational checks of on-line functionality and reliability of systems. Serves as general oversight of a small crew. Other duties as assigned, subject to appointment on the campus hurricane rideout crew.**

Duties and responsibilities	% Time
Makes repairs to building HVAC systems, rebuilding of pumps, replacing shaft bearing, etc.	20
Monitors building automation systems: Siemen's, Vicon, Honeywell, Power Logic, Carrier Comfort Network.	15
Performs preventative maintenance procedures on HVAC equipment in accordance to established schedules.	15
Completes equipment inspection logs, visually monitors operation and status of HVAC systems	10
Responds to hot and cold calls, completes work orders as assigned. Maintains correct water treatment protocol for all cooling tower and closed loop systems.	10
Provides guidance to shift crew and demonstrates work to be accomplished by taking the lead.	10
Facilitates accomplishment of work as assigned by department supervisor.	10
Other duties as assigned.	10

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