## JOB INFORMATION

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>7/26/2022</th>
</tr>
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<tbody>
<tr>
<td>Job Code:</td>
<td>7627</td>
</tr>
<tr>
<td>Job Title:</td>
<td>HVAC Op/Mech III</td>
</tr>
<tr>
<td>Salary Grade/Structure:</td>
<td>180 - Support Staff</td>
</tr>
<tr>
<td>Career Level Name:</td>
<td>S3 - Senior Support</td>
</tr>
<tr>
<td>FLSA Name:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>EEO Code:</td>
<td>60-Skilled Crafts</td>
</tr>
<tr>
<td>Job Function:</td>
<td>Facilities</td>
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<tr>
<td>Job Family:</td>
<td>Trades</td>
</tr>
<tr>
<td><strong>Job Summary</strong></td>
<td>Provides operational checks of on-line HVAC equipment and preventative maintenance to insure functionality and reliability of systems. Works on Central Plant equipment, motors, pumps, AHU’s, vacuum pumps, compressors and water treatment systems with minimal supervision.</td>
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## COMPETENCIES

Competencies

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

## QUALIFICATIONS

### Education

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Education Details</th>
<th>Required/Preferred</th>
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<tbody>
<tr>
<td>High School Diploma or GED</td>
<td></td>
<td>Required</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td></td>
<td>Preferred</td>
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### Work Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Experience Details</th>
<th>Required/Preferred</th>
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</thead>
<tbody>
<tr>
<td>Considerable</td>
<td></td>
<td>Required</td>
</tr>
<tr>
<td>Progressive</td>
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<td>Preferred</td>
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### Licenses and Certifications

<table>
<thead>
<tr>
<th>Licenses/Certifications</th>
<th>Licenses/Certification Details</th>
<th>Time Frame</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA Certification (Universal)</td>
<td></td>
<td></td>
<td>Required</td>
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</table>

## Knowledge, Skills and Abilities
Licenses and Certifications

<table>
<thead>
<tr>
<th>Licenses/Certifications</th>
<th>Licenses/Certification Details</th>
<th>Time Frame</th>
<th>Required/Preferred</th>
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</thead>
<tbody>
<tr>
<td>KSAs</td>
<td></td>
<td></td>
<td>Proficiency</td>
</tr>
<tr>
<td>• Operations of HVAC Systems</td>
<td></td>
<td></td>
<td>Proficient</td>
</tr>
<tr>
<td>• Hydronic Heating and Cooling Systems</td>
<td></td>
<td></td>
<td>Proficient</td>
</tr>
<tr>
<td>• Boiler Service and Operation</td>
<td></td>
<td></td>
<td>Proficient</td>
</tr>
<tr>
<td>• Diagnostic of air conditioning units</td>
<td></td>
<td></td>
<td>Proficient</td>
</tr>
<tr>
<td>• Operation and diagnostic of hydronic heating and cooling systems</td>
<td></td>
<td></td>
<td>Proficient</td>
</tr>
<tr>
<td>• Excellent Customer Service Skills</td>
<td></td>
<td></td>
<td>Proficient</td>
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</tbody>
</table>

**JOB RESPONSIBILITIES**

Campus Security Authority  □
Remote Work Capable  □

**Essential Functions**

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>% TIME</th>
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</thead>
<tbody>
<tr>
<td>Makes repairs to building HVAC systems, rebuilds pumps, replaces shaft bearings, etc.</td>
<td>25%</td>
</tr>
<tr>
<td>Completes equipment inspection logs, visually monitors operation and status of HVAC systems.</td>
<td>10%</td>
</tr>
<tr>
<td>Monitors the building automation systems computer for alarms and trouble calls.</td>
<td>10%</td>
</tr>
<tr>
<td>Performs preventative maintenance procedures to HVAC equipment in accordance to established schedules.</td>
<td>20%</td>
</tr>
<tr>
<td>Responds to hot and cold calls from all campus locations, makes adjustments of repairs as required.</td>
<td>10%</td>
</tr>
<tr>
<td>Checks to insure correct water treatment protocol for all cooling tower and closed loop systems</td>
<td>5%</td>
</tr>
<tr>
<td>Maintains a clean and safe work environment by sweeping, mopping, painting, etc</td>
<td>15%</td>
</tr>
<tr>
<td>Other related duties as assigned.</td>
<td>5%</td>
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**PRE-EMPLOYMENT**

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

**PHYSICAL DEMANDS/WORKING CONDITIONS**

Craft Workers - Indoors

**Physical Demands**

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Walking</td>
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<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Sitting</td>
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### Physical Demands

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Lifting</td>
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<tr>
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<td>Pulling</td>
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<tr>
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### Working Environment

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<tr>
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<td>Extreme cold</td>
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### Travel Requirements

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<th>Estimated Amount</th>
<th>Brief Description</th>
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