

JOB INFORMATION

Effective Date	7/26/2022
Job Code:	7627
Job Title:	HVAC Op/Mech III
Salary Grade/Structure:	180 - Support Staff
Career Level Name:	S3 - Senior Support
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	Trades
Job Summary	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.

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	
Associate's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	.	Required	
Progressive		Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	EPA Certification (Universal)		Required	

Knowledge, Skills and Abilities

Licenses and Certifications

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

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

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

Craft Workers - Indoors

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting						

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description