

JOB INFORMATION

Effective Date	10/22/2021
Job Code:	6642
Job Title:	Lead HVAC Operator/Mechanic
Salary Grade/Structure:	190 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	Trades
Job Summary	The Lead HVAC Operator/Mechanic supervises and works with evening crew in the Facilities Maintenance and Construction (FMC) Department. Adjusts and tunes equipment to meet established requirements for energy management and occupant comfort. Assists others in the installation or modification of heating and cooling system equipment as directed. Is subject to appointment on the FMC Emergency Ride-Out Crew.

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	
High School Diploma or GED	Trade School certificate or diploma	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	years of HVAC maintenance and repair experience with 5 years of experience in chilled water systems. Thorough knowledge of plant operations. Ability to troubleshoot and repair a variety of electrical and mechanical equipment. Ability to supervise a crew	Required	
Less than 3 yrs	Supervisory experience. Knowledge of water treatment systems	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Type III Universal Refrigerant, Transition and Recovery Certification		Required	
	State of Texas Contractor License		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Troubleshoots and repairs all heating and cooling systems as well as related facility infrastructure equipment.	20%
• Ensures daily rounds of buildings systems and equipment are completed. Records and communicates results to ensure optimal system performance.	20%
• Performs full range of proper preventative maintenance according to best practices and/or customer instructions. Makes recommendations for additional maintenance requirements.	20%
• Monitors Building Automation Systems for alarms, faults and comfort settings.	10%
• Responds to hot and cold calls and ensures that work orders are addressed in a timely manner.	10%
• Ensures that water treatment is maintained at the correct levels and makes adjustments if required.	5%
• Provides supervision to crew on assigned shift providing quality assurance to completed jobs. Provides training to employees as needed. Ensures that the shift is staffed at all times	10%
• Performs other 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

Physical Demands

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

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

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