

JOB INFORMATION

Effective Date	12/4/2023
Job Code:	7626
Job Title:	HVAC Operator/Mechanic II
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	S2 - Intermediate Support
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	Trades
Job Summary	The HVAC Operator/Mechanic II works with minimal supervision to provide skilled mechanical service to monitor, maintain, diagnose and repair malfunctions campus wide during one of the designated day, evening, or night shifts to cover a twenty-four hour operation. The HVAC Operator/Mechanic II performs operational checks of on-line HVAC equipment and conducts preventative maintenance to ensure functionality and reliability of systems. Subject to appointment on the campus hurricane ride-out crew. Performs other duties as assigned.

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	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Three years of maintenance and repair experience in an institutional environment (school or hospital).	Required	
Less than 3 yrs	Experience in a Facility with a similar HVAC infrastructure	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	EPA Certification (Type I & II)		Required	
	Trade School certification EPA certification (Universal)		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Basic knowledge of operations, repairs, and preventative maintenance of HVAC equipment.	Basic
• Ability to rebuild centrifugal pumps, including mechanical seal replacement.	Basic
• Knowledge and ability to troubleshoot problems in electrical, pneumatic, mechanical, and hydronic systems with minimal assistance.	Basic
• Ability to interpret blueprints and electrical schematics.	Basic
• General knowledge of basic electricity, both high voltage and low voltage control circuits.	Basic
• Adequate interpersonal and communication skills and ability to work safely with minimum supervision.	Basic
• Ability to work any shift.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Makes repairs to building HVAC systems, rebuilding of pumps, replacing shaft bearings, etc.	25%
• Performs preventative maintenance procedures to HVAC equipment in accordance to established schedules.	20%
• Maintains a clean and safe work environment by sweeping, mopping, painting, etc.	20%
• Monitors building automation systems, energy management system, and computer for alarms and trouble calls.	10%
• Completes equipment inspection logs, visually monitors operation and status of HVAC systems.	10%
• Responds to work requests; makes adjustments or repairs as required.	5%
• Checks to insure correct water treatment protocol for all cooling tower and closed loop systems.	5%
• Perform All 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						
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