

**JOB INFORMATION**

Effective Date	10/26/2021
Job Code:	2282
Job Title:	Manager, Systems Operations
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Facilities
Job Family:	Trades
Job Summary	The Manager, Systems Operations oversees and coordinates operations, maintenance, and repair activities for the University Systems Operations. Assigns all preventative maintenance and repair work orders. Advises on repair methods and techniques for system and component failures. Performs project advisory functions to the UHCL Project Manager on mechanical work accomplished by contractor. Responds to emergencies on weekends and holidays and after hours while ensuring prompt communications to employees and supervisors. Responsible for training and development of staff through mentoring and training. Serves as a member of the hurricane 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	
Bachelor's Degree	college degree or HVAC Trade School Certification	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	years of plant operations experience in or equivalent combination of training and experience	Required	
Less than 3 yrs	extensive experience with chilled water systems	Preferred	
Less than 3 yrs	sufficient familiarity with automated HVAC environmental control systems to enable employee to monitor fundamentals of the energy maintenance systems	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Refrigerant Transition and Recovery Certification		Required	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Demonstrated supervisory experience with excellent oral and written communication skills.	Skilled
• Thorough knowledge of operation and repair of HVAC equipment and controls.	Skilled
• Working knowledge of safety, health and environmental requirements related to plant operations.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Assigns employees work tasks, develops work schedules and assures performance of each.	20%
• Assures the collection, verification, and recording of equipment information and data on work orders assigned to Systems Operations.	15%
• Provides technical direction, hands-on assistance and professional development of subordinate personnel	15%
• Assures the inspection, maintenance and repair of all plant mechanical, electrical and HVAC equipment	10%
• Participates in the planning, development and implementation of Systems Operations maintenance management programs. Creates and maintains preventative maintenance work orders to cover all equipment.	15%
• Works with EMS Tech to increase energy efficiency of equipment operations.	10%
• Manage material requests and the tool inventory for Systems Operations.	5%
• Provides technical advice to upper management on plant operations and energy management matters.	5%
• Other duties as assigned.	5%

## PRE-EMPLOYMENT

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

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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