

JOB INFORMATION

Effective Date	10/21/2021
Job Code:	7625
Job Title:	HVAC Operator/Mechanic I
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	S1 - Entry Support
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	Trades
Job Summary	The HVAC Operator/Mechanic I is responsible for providing 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	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	HVAC Repair in an Industrial setting.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
-------------------------	--------------------------------	------------	--------------------	--

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of Operations of HVAC Systems. 	Basic

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
-------------------------	--------------------------------	------------	--------------------	--

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of Hydronic Heating and Cooling Systems.	Basic
• Knowledge of Boiler Service and Operation.	Basic
• Skills in Diagnostic of air conditioning units.	Basic
• Skills in Operation and diagnostic of hydronic heating and cooling systems.	Basic
• Ability to implement excellent customer service.	Skilled

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.	15%
• Performs preventative maintenance procedures to HVAC equipment in accordance to established schedules.	30%
• Maintain a clean and safe work environment by sweeping, mopping, painting, etc.	15%
• 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 hot and cold calls from all campus locations, makes adjustments of repairs as required.	5%
• Checks to insure correct water treatment protocol for all cooling tower and closed loop systems.	5%
• Performs 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

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