

The University of Texas at San Antonio

Job Description

Job Title: Utilities Operations Leader
Code: 15130
Salary Grade: 59
FLSA Status: Non-Exempt
Department/Division: Facilities- Utilities Operations
Reports To: Assistant Director of Utilities Operations

Summary

- Function: To provide supervision for Utilities Station Operators I, II, and IIIs to include administrative and technical support for the operation, maintenance, repair, and installation of campus utility systems and related equipment.
- Scope: Responsible for the supervision of Utility Station Operators and to ensure uninterrupted utility services are rendered through monitoring of the building automation systems, inspections, preventive maintenance and corrective maintenance of utility systems and related equipment. Utilities include, but are not limited to, HVAC systems, electrical systems, fire alarm and fire sprinkler systems, steam, chill water, natural gas, domestic water, and the Building Automation Systems (BAS).

Duties

- Typical:
 1. Supervises, provides instruction, and coordinates work assignments for assigned Utilities Station Operators.
 2. Ensures the proper operation of campus utility systems through the monitoring of BAS, inspections, preventive maintenance, corrective maintenance and equipment upgrades.
 3. Responds to utility systems outages and equipment failures.
 4. Works with the TMA (Maintenance Management Software) to schedule work, monitor work order statuses, and run various reports to ensure work is properly completed and recorded.
 5. Completes departmental reports and documentation to include gathering data through field measurements and observations, analysis and various research methods.
 6. Maintains accurate records and files on all operations job responsibilities.
 7. Assist with developing short and long term departmental goals.
 8. Diagnoses and initiates repairs of utility systems malfunctions.
 9. Reads and interprets blue prints, schematics, and specifications to

<p>maintain functionality of campus systems and provide input for all campus projects.</p> <p>10. Conducts quality control inspections for work completed by Utilities Station Operators and contractors.</p> <p>11. Responsible for ordering parts and supplies and maintaining an adequate inventory of equipment to ensure minimum disruption of service to campus systems.</p> <p>12. Assists the Assistant Director of Utilities Operations in the day to day operations of the Operations Team</p> <p>13. Performs other duties as assigned.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Assists in the continued development and training of Utilities Station Operators and support staff. 2. Attends training, conferences and workshops to keep up-to-date on the latest technology on utility systems and professional development 3. Conducts annual performance appraisals of subordinate employees. 4. Works overtime, weekends and Holidays when needed.

Education

Required	Preferred
High school graduate or GED	Associate's degree or certificate in HVAC technology, electronics, electrical or engineering discipline and/or additional training in management.

Other Requirements

Required	Preferred
Ability to climb ladders and stairways and work on building rooftops of high elevation.	NA
Ability to work in confined spaces such as ceiling, under floor crawlspaces, and manholes.	
Ability to lift up to 50 pounds and push/pull hand carts.	
Safe use of power and hand tools.	
Criminal Background Check (CBC) and valid driver's license with a driver's rating of 'good' as established by the UT system.	

Experience

Required	Preferred
Seven years of experience in the operation and maintenance of utility and HVAC in a large facility or steam and power generation, or a thermal energy plant	Additional year of working leadership or supervisory experience.
One year of working leadership or supervisory experience	Intermediate level or higher of experience with Microsoft Office Software (Outlook, Word, and Excel).
Ability to use Microsoft Office or equivalent Software (Outlook, Word, and Excel) to communicate via email and generate various reports.	

Equipment

Required	Possible
Tools associated with utilities operations to include, but not limited to: HVAC, electrical and mechanical diagnostic and measuring devices, building automation systems, and computers.	Experience working with Siemens Apogee building automation system computer.
	Experience working with Simplex and/or Siemens fire panels and monitoring system computers.
	Experience with Shortridge air flow meter or similar air-flow meter

Working Conditions

Usual	Special
Control room/office environment and field environment (dust, dirt noise, restricted space, extreme temperature).	Proper safety and precaution must be observed when working in laboratories and when operating and repairing electrical, electronic and HVAC systems.
Some exposure to inclement weather, high voltage, and potential biohazard conditions to include BSL 3 facilities.	
Must be on call and able to work evening and weekends when needed.	
Must carry a cell phone to respond to problem situations as needed during off duty hours.	

Supervision

Received	Given
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Receives general and specific direction/instruction from the immediate supervisor.	Provides direct supervision to assigned support staff.
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Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.