

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Utilities Station Operator III  
Code: 15133  
Salary Grade: 58  
FLSA Status: Non-Exempt  
Department/Division: Utilities Operations/Facilities Services  
Reports To: Supervisor Utilities Operations Supervisor

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## *Summary*

- Function: To provide advanced skills for the operation and maintenance of various utility equipment and systems.
- Scope: Responsible for ensuring that uninterrupted utility services are rendered and timely emergency responses.

## *Duties*

- Typical:
  1. Operate and maintain systems and equipment that provide utilities and steam control environmental conditions.
  2. Monitor and respond to life safety system alarms, emergency conditions, security alarms and related requirement to include fire alarms, emergency power and others.
  3. Monitor and perform minor utility adjustments through building automation systems.
  4. Perform building and system maintenance duties such analyzing, troubleshooting diagnosing, filter replacement, fume hood operation, dormitory maintenance.
  5. May responds to campus emergencies, such as electrical outages, gas leaks, water main/line breaks, and others.
  6. Perform duties related to energy management, conservation and related such as lighting controls and coordination with TEP.
  7. Document and report various field measurements, observations, analysis and research methods.
  8. Coordinate, monitor, and inspect contractor work and services.
  9. Prepare material requests and order necessary supplies.
  10. Assign task and train subordinates.
  11. Assists with special events
  12. Performs additional duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
High school graduation or GED.	Vocational or technical training in mechanical systems, industrial or instrumentation repair.
At the discretion of the department two years of technical training can substitute for two years of required experience.	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Valid Texas Driver's License and approval rating from UTSA Police.	N/A
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Six years experience in the operation and maintenance of utilities or construction.	Technical training in mechanical systems.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Tools associated with utilities operations to include, but not limited to: HVAC, electrical and mechanical diagnostic and measuring devices, building automation systems, and computers.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Control room/office environment (conditioned space) and field environment (dust, dirt, noise, restricted space, extreme temperatures).	Exposure to potential occupational hazards associated with HVAC maintenance and emergency response situations.

***Supervision***

<b>Received</b>	<b>Given</b>
Direction from supervisor.	Indirect supervision of subordinates.

***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.