

The University of Texas at San Antonio

Job Description

Job Title: Utilities Station Operator I
Code: 15135
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Utilities Operations/Facilities Services
Reports To: Supervisor Utilities Operations Supervisor

Summary

- Function: To provide 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 as filter replacement, fume hood operation and dormitory maintenance.
 5. Responds to all 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. Assists with special events
 8. Performs additional duties as assigned.
- Periodic:
 1. Contractor support duties.

Education

Required	Preferred
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 the required experience.	

Other Requirements

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

Experience

Required	Preferred
Two years experience in the operation and maintenance of utilities or construction.	Technical training in mechanical systems.

Equipment

Required	Preferred
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

Usual	Special
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

Received	Given
Direction from supervisor	none

Accuracy

Proficiency in all phases of the duties performed.
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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.