

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Mechanical Maintenance Technician I  
Code: 15297  
Salary Grade: 56  
FLSA Status: Non- Exempt  
Department/Division: Operations and Maintenance/VP Business Affairs  
Reports To: O&M Zones Supervisor

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## *Summary*

- Function: To provide entry level skills for the operation and maintenance of HVAC, Boiler, and mechanical equipment and systems.
- Scope: Responsible for the performance, operation, and maintenance of heating, Ventilation, air conditioning and related systems.

## *Duties*

- Typical:
  1. Assist in the installation, removal, repair, maintenance, preventive maintenance, fabrication, and emergency repair of HVAC, boiler, and industrial mechanical equipment and related systems.
  2. Performs service calls and work orders submitted by students, faculty, staff, and department within the university to include preventive maintenance. Responds to customer service needs and requests in a timely manner with proper documentation of repair and services.
  3. Keep records of material used
  4. Assist all trades, departments and zones with special events and assist when needed
  5. Assist outside contractors on HVAC and mechanical equipment and systems pertaining to the remodel, repair or replacement of equipment.
  6. Test, monitor, minor troubleshooting, adjust and repair systems and equipment.
  7. Checks mechanical spaces on regular intervals, corrects deficiencies and assists in other trades areas in a team environment
  8. Assists with work on kitchen equipment as required. Works on energized systems including piping that contains steam, hot and chilled water.
  9. Performs work in accordance with established safety procedures.
  10. Works various schedules and is required to carry a radio and/or cell phone and be on-call periodically.
  11. Keeps current of changes in operation procedures, new equipment, and other

related equipment: works in conjunction with other trades and staff personnel in support of daily job task; informs appropriate personnel of unusual conditions, problems, or deficiencies and takes appropriate actions.

• Periodic:

1. Assist in preparing job cost estimates.

***Education***

<b>Required</b>	<b>Preferred</b>
High school diploma or GED, Must be able to speak, read and write in English, and perform basic arithmetic.	Supplemental vocational school training and/or one year of experience.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
<ol style="list-style-type: none"> <li>1. Valid Texas Driver's License</li> <li>2. Criminal background Check (CBC) and motor vehicle check</li> <li>3. Must have or obtain an EPA Universal Refrigerant Certification with 6 months or employment</li> </ol>	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of experience, related to the statement of duties and responsibilities	Two years of experience, related to the statement of duties and responsibilities.

***Equipment***

<b>Required</b>	<b>Possible</b>
Ability to use the tool of the mechanical trade, including the use of power machinery and hand tools	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Exposure to variable Texas weather condition and/or physical hazards such as working in elevated and confined space; working in attic, sub-floors, machines rooms, on roof, and other operational areas. Also exposed to various mechanical, electrical, laboratories, and other university spaces. Ability to push, pull, or lift	Assisting other trades to meet the operational needs of the university.

50 pounds or equipment with or without reasonable accommodations.	
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***Supervision***

<b>Received</b>	<b>Given</b>
General and direct supervision from the leader of supervisor and other senior personnel. Work is usually performed in accordance with standard trade practices and is inspected for conformity to specifications.	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.
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***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.
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