

The University of Texas at San Antonio

Job Description

Job Title: Mechanical Maintenance Technician II
Code: 15299
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Operation and Maintenance/VP Business Affairs
Reports To: O&M Zone Supervisor

Summary

- Function: To provide journeyman level skills for the operation and maintenance of HVAC, boiler, and mechanical equipment and systems. Provide minimal Supervision as required.
- Scope: Responsible for providing journeyman level craftsmanship in the Performance, operation and maintenance of heating, ventilation, air Conditioning, and related systems.

Duties

- Typical:
 1. Provides journeyman-level skills 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 order submitted by students, faculty, staff, and departments within the university to include preventive maintenance. Responds to customers service needs and request in a timely manner with proper documentation of repair and services.
 3. Keeps record of material used
 4. Assist all trades, departments and zones with special events and assist when needed.
 5. Assist and consults outside contractors on HVAC and mechanical equipment and systems pertaining to the remodel, repair, or replacement of equipment.
 6. Test, monitors, technical troubleshooting, adjust and repair systems and equipment.
 7. Completes work on kitchen equipment as required. Works on energized systems including piping that contains steam, hot and chilled water
 8. Utilizes precision instruments to ensure proper setting of belts, chains, coupling, bearing and other drive components.
 9. Inspect completed work for conformance with specifications, operation manuals, requirements, and compliance with applicable code and regulations

10. Performs work in accordance with established safety procedures.
11. Works various schedules and is required to carry a radio and/or cell phone and be on-call periodically.
12. Keeps current of changes in operations 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 condition, problems, or deficiencies and take appropriate actions.
13. Operate R.O. systems, steams systems, closed loop systems, and other mechanical equipment.
14. Performs additional duties as assigned.

- Periodic:

1. Provide job cost estimates to supervisor
2. Organize material list of work and prepare request.

Education

Required	Preferred
High school diploma or GED. Must be able to speak, read, and write English and perform basic arithmetic.	Associate degree of graduation from a technical or vocational school.

Other Requirements

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

Experience

Required	Preferred
Five years experience, related to the statement of duties and responsibilities	Eight years of experience, related to the statement of duties and responsibilities.

Equipment

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

Working Conditions

Usual	Special
Exposure to variable Texas weather condition and/or physical hazards such as working in elevated and confined spaces; working in attics, subfloors, machines rooms, on roofs, and other operational areas. Also exposed to various mechanical, electrical, laboratories, and other university spaces. Ability to push, pull or lift 50 pounds of equipment with or without reasonable accommodations.	Assisting other trade to meeting the operational need of the university.

Supervision

Received	Given
General supervision from the leader or supervisor and other senior personnel. Work is usually performed in accordance with standard trade practices and is inspected for conformity to specifications.	N/A

Accuracy

Considerable accuracy in the care, safety ,repair, and use of equipment in the mechanical, HVAC and boiler trade.

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.