

The University of Texas at San Antonio

Job Description

Job Title: Mechanical Maintenance Technician III
Code: 15300
Salary Grade: 59
FLSA Status: Non-Exempt
Department/Division: Operations and Maintenance/VP Business Affairs
Reports To: O&M Zones Supervisors

Summary

- Function: To provide master level skills for the operation and maintenance of HVAC, boiler, and mechanical equipment and related systems. Provide Supervision on job specific task
- Scope: Coordinates work with end user and other trade personnel. Responsible For using power and hand tools in the construction, maintenance, and Repair of structures, equipment and different material used on campus. May trains and provide limited supervision of lesser skilled employees.

Duties

- Typical:
 1. Provides master level skills to perform and supervise 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 customer service need and request in a timely manner with proper documentation of repair and services.
 3. Keeps records of material used
 4. Assist all trades, departments and zones with special events and assist when needed
 5. Assist, consult and inspect 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. Provide technical skills and oversight to maintenance worker I and II. Work with immediate supervisor to resolve more complex issues.
 7. Sizes pump and fans bases on system parameter and pump/fan curves.
 8. Complete work on kitchen equipment as required. Works on energized

- systems including piping that contains steam, hot and chilled water.
9. Utilizes precision instrument to insure proper setting, belts, chains, coupling, bearing and other drive components.
 10. Inspects completed work for conformance with specifications, operation manuals, requirements, and compliance with applicable codes and regulations.
 11. Performs work in accordance with established safe procedures.
 12. Work various schedules and is required to carry a radio and/or cell phone and be On-call.
 13. Assist in the design and construction of HVAC, mechanical equipment and systems, renovation, and new construction projects.
 14. 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 conditions, problems, or deficiencies and task appropriate actions.
 15. Understand how different systems function. Operate repair and trouble shoot problem with R.O. system, steam systems, closed loop systems, and other mechanical equipment.
 16. Performs additional duties as assigned

• Periodic:

1. Provide job cost estimates to supervisor.
2. Organize material list of work and prepare purchase requests.
3. Assume supervisory duties as assigned during the absence of the supervisor.
4. Perform individual project assigned by the supervisor.

Education

Required	Preferred
High school diploma or GED. Must be able to speak, read and write, English and perform basic arithmetic	Associate degree or 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 within 6 months of employment 	N/A

Experience

Required	Preferred
Ten years' experience, journeyman level work related to the statement	Twelve years of experience, related to

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
Include exposure to variable Texas weather condition and/or physical	Assisting other trade to meet the operational

Supervision

Received	Given
General supervision from the leader or supervisor and other senior	Detailed instruction to helpers and journeyman

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.
