

The University of Texas at San Antonio

Job Description

Job Title: Facilities Control Technician III
Code: 15301
Salary Grade: 60
FLSA Status: Non-Exempt
Department/Division: Facilities Services
Reports To: Facilities Control Technician Leader

Summary

- Function: To provide advanced level technical skills in the installation, operation and maintenance of electronic, Direct Digital Controls (DDC), HVAC, pneumatic, and related building controls.
- Scope: Responsible for the installation, operation, maintenance, modification, and repair of HVAC building automation controls, security, electronic, pneumatic, energy management systems, and building controls.

Duties

- Typical:
 1. Applies electronic theory and principles to maintain the comfort and safety of the University environment by ensuring the operation and integrity of the Building Automation Systems to include monitoring, diagnosing control problems, installing and modifying HVAC equipment and building automation controls, variable air volume boxes, laboratory and fume hood controls with an emphasis on communications and component level controls.
 2. Assist with monitoring and maintaining the operation and integrity of campus fire alarm and sprinkler systems. Responsibilities include alarm response, and assisting with annual fire alarm and fire sprinkler inspections.
 3. Works independently and provides direction for Facilities Control Technicians I and IIs in performing preventive maintenance on campus controls, and other related systems. Also assist with developing short and long term departmental goals.
 4. Review and modify graphics and programming on the Siemens Building Automation System.
 5. Diagnoses and repairs highly complex electronic control system malfunctions that require extensive knowledge of multiple electronic and digital controls' systems.

- 6. Completes departmental reports and documentation to include gathering data through field measurements and observations, analysis and various research methods.
- 7. Conducts self-study and attend training to maintain and improve technical proficiency in campus DDC controls, HVAC systems, and applicable codes.
- 8. Provides training for Facilities Control Technicians and Utilities Station Operators on all campus control and fire alarm systems.
- 9. Reads and interprets blue prints, schematics, and specifications to maintain functionality of campus systems and provide plan reviews and input for all campus projects.
- 10. Conducts quality control inspections for work completed by junior technicians and contractors.
- 11. Prepares material requests and orders parts and supplies.
- 12. Performs other duties as assigned.
- Periodic:
 - 1. Maintains software updates and associated hardware with building automation control systems.
 - 2. Cross trains to support and assist the Utilities Station Operators and the Fire and Life Safety Technicians (Serves as a backup).
 - 3. Participates in the commissioning of new and retrofitted building controls and fire alarm systems to ensure system integrity is maintained.
 - 4. Handles special projects as assigned.
 - 5. Performs some work in Bio-Science Level 3 Labs.
 - 6. Provides direct supervision of Facilities Control Technicians I and IIs in the absences of the Facilities Control Technician Leader.

Education

Required	Preferred
High school graduation or GED.	Trade license, technical associate’s degree or certificate in electronics, HVAC Systems, or electrical trade.

Other Requirements

Required	Preferred
Criminal Background Check (CBC) and valid driver’s license.	N/A
Proficient with Microsoft Office (Excel, Word, and Outlook)	

Experience

Required	Preferred
Six years of experience in the installation, maintenance, and repair of electronics or HVAC DDC or pneumatic controls.	Knowledge of communication protocols (BACNET, MODBUS, and LON) and lighting control systems.

Technical Associate's Degree can substitute for two years of relevant work experience.	
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Equipment

Required	Possible
Knowledge and skill in the use of electronic, HVAC, pneumatic, and related equipment, to include Multi-meter and hand tools	Experience with Siemens Apogee Insight software/computer and Simplex Information Management System software/computer.
Motorized carts and vehicles.	
Personal computer, standard office equipment.	

Working Conditions

Usual	Special
Usual: Academic, laboratory, research, clinical facilities and field conditions in or adjacent to radiological, biological, chemical and other hazardous material work areas. Work involves various degrees of hazard and may include prolonged work in outdoor conditions. Exposure to high voltage and biohazard areas.	Emergency repair call-ins during non-normal working hours.
Physical ability to sit, walk, kneel, bend, crawl, climb and lift/push/pull 40 pounds.	
Use of specialized personal protective equipment and work in hazardous areas mandates participation in the UTSA Occupational Health Program.	

Supervision

Received	Given
Direct supervision from designated supervisor.	Indirect supervision of Facilities Control Technicians I and IIs.

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.