

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Facilities Control Technician II  
Code: 15303  
Salary Grade: 59  
FLSA Status: Non-Exempt  
Department/Division: Facilities Services  
Reports To: Facilities Control Technician Leader

---

## *Summary*

- **Function:** To provide intermediate/journeyman level technical skills in the installation, operation and maintenance of electronic, Direct Digital Controls (DDC), HVAC, pneumatic, and related building controls.
- **Scope:** Responsible for installation, maintenance, modification and repair of heating, ventilation, air conditioning, 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. Assists senior technicians and work independently in performing preventive maintenance on campus controls, fire alarms, and other related systems. Also assist with developing short and long term departmental goals.
  4. Diagnoses and repairs complex electronic control system malfunctions that require extensive knowledge of multiple electronic and digital controls' systems.
  5. Completes departmental reports and documentation to include gathering data through field measurements and observations, analysis and various research methods.

- 6. Conducts self-study and attend training to maintain and improve technical proficiency in campus DDC controls, HVAC systems, and applicable codes.
- 7. Reads and interprets blue prints, schematics, and specifications to maintain functionality of campus systems and provide plan reviews and input for all campus projects.
- 8. Prepares material requests and orders parts and supplies.
- 9. Performs other duties as assigned.
- Periodic:
  - 1. Under guidance/supervision of Control Technician III, or leader, 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. Performs some work in Bio-Science Level 3 Labs.

***Education***

| <b>Required</b>                | <b>Preferred</b>   |
|--------------------------------|--|
| High school graduation or GED. | Trade license, technical associate’s degree or certificate in electronics, HVAC Systems or electrical trade. |

***Other Requirements***

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

***Experience***

| <b>Required</b>  | <b>Preferred</b>   |
|--|--|
| Three 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 in Electronics or a related field can substitute for two years of relevant work experience. |  |

***Equipment***

| <b>Required</b> | <b>Possible</b> |
|-----------------|-----------------|
|-----------------|-----------------|

|  |   |
|--|---|
| 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***

| <b>Usual</b>  | <b>Special</b>   |
|---|--|
| 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***

| <b>Received</b>                               | <b>Given</b>   |
|---|--|
| Direct supervision from designated supervisor | Indirect supervision of Facilities Control Technician I. |

***Accuracy***

|  |
|--|
| Proficiency in all phases of the duties performed. |
|--|

***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. |
|---|