

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Facilities Control Technician I  
Code: 15304  
Salary Grade: 58  
FLSA Status: Non-Exempt  
Department/Division: Facilities Services  
Reports To: Facilities Control Technician Leader

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## *Summary*

- Function: To provide the essential technical skills in the operation and maintenance of electronic, Direct Digital Controls (DDC), HVAC, pneumatic and related building controls.
- Scope: Responsible for the essential operation and maintenance of heating, ventilating, air conditioning, and building controls.

## *Duties*

- Typical:
  1. Ensures the comfort and safety of the University environment by assisting and 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.
  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 works independently in performing preventive maintenance on campus controls, fire alarms, and other related systems.
  4. Prepares material requests and orders parts and supplies.
  5. Performs other duties as assigned.
- Periodic:
  1. Conducts self-study and attend training to maintain and improve technical proficiency in control systems.
  2. Cross trains to support and assist the Utilities Station Operators and Facilities Fire and Life Safety Technicians.
  3. Assists with projects and the commissioning of new and retrofitted

building controls and fire alarm systems.  
4. Performs some work in Bio-Science Level 3 Labs.

***Education***

<b>Required</b>	<b>Preferred</b>
High school graduation or GED.	Technical associates 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
Familiar with Microsoft Office (Excel, Word, and Outlook)	

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of experience in the installation, maintenance, and repair of electronics or HVAC DDC or pneumatic controls.	Possess essential knowledge of building operations to include HVAC and utilities systems.
Associates Degree in Electronics or related technical trade can substitute for the required experience.	

***Equipment***

<b>Required</b>	<b>Possible</b>
Knowledge and skill in the use of electronic, HVAC, and related equipment, to include Multi-meter, and hand tools.	N/A
Motorized carts and vehicles.	
Personal computer, standard office equipment.	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Academic, laboratory, research, clinical facilities and field conditions in or adjacent to radiological, biological, chemical and other hazardous material work areas. Exposure to high voltage and biohazard areas.	Emergency repair call-ins during non-normal working hours.
Work involves various degrees of hazard and may include prolonged work in outdoor	

conditions.	
Physical ability to sit, walk, kneel, bend, crawl and climb	
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.	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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