



The University of Texas at San Antonio™

Job Description

Job Title:	Utilities Operations Leader	Job Family:	Facilities/Construction
Type:	Classified – Non-Exempt	Job Code:	15130
Department:	Facilities-Utilities Operations	Salary Grade:	62
Reports to:	Assistant Director of Utilities Operations	Created/Revised:	09/2022
Work Modality:	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

Provides supervision for Utilities Station Operators I, II, and IIIs to include administrative and technical support for the operation, maintenance, repair, and installation of campus utility systems and related equipment.

Core Responsibilities

1. Responsible for the supervision of Utility Station Operators and to ensure uninterrupted utility services are rendered through monitoring of the building automation systems, inspections, preventive maintenance and corrective maintenance of utility systems and related equipment. Utilities include, but are not limited to, HVAC systems, electrical systems, fire alarm and fire sprinkler systems, steam, chill water, natural gas, domestic water, and the Building Automation Systems (BAS).
2. Supervises, provides instruction, and coordinates work assignments for assigned Utilities Station Operators.
3. Ensures the proper operation of campus utility systems through the monitoring of BAS, inspections, preventive maintenance, corrective maintenance, and equipment upgrades.
4. Responds to utility systems outages and equipment failures.
5. Works with the TMA (Maintenance Management Software) to schedule work, monitor work order statuses, and run various reports to ensure work is properly completed and recorded.
6. Completes departmental reports and documentation to include gathering data through field measurements and observations, analysis, and various research methods.
7. Maintains accurate records and files on all operations job responsibilities.
8. Assist with developing short- and long-term departmental goals.
9. Diagnoses and initiates repair of utility systems malfunctions.
10. Reads and interprets blue prints, schematics, and specifications to maintain functionality of campus systems and provide input for all campus projects.
11. Conducts quality control inspections for work completed by Utilities Station Operators and contractors.
12. Responsible for ordering parts and supplies and maintaining an adequate inventory of equipment to ensure minimum disruption of service to campus systems.
13. Assists the Assistant Director of Utilities Operations in the day-to-day operations of the Operations Team.
14. Assists in the continued development and training of Utilities Station Operators and support staff.
15. Attends training, conferences, and workshops to keep up-to-date on the latest technology on utility systems and

professional development.

16. Conducts annual performance appraisals of subordinate employees.
 17. Works overtime, weekends and Holidays when needed.
 18. Takes a proactive approach to assist co-workers in various tasks, to ensure safety.
 19. Performs work tasks in a safe manner and in accordance with work instructions.
 20. Proactively makes recommendations to improve safety.
 21. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
 22. Performs other duties as assigned.
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Minimum Requirements

Education/Certifications

- High school graduate or GED

Experience

- Seven years of experience in the operation and maintenance of utility and HVAC in a large facility or steam and power generation, or a thermal energy plant.
 - One year of working leadership or supervisory experience.
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Knowledge Skills & Abilities

- Tools associated with utilities operations to include, but not limited to: HVAC, electrical and mechanical diagnostic and measuring devices, building automation systems, and computers.
 - Proficient in Microsoft Office Suite
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Core Competencies

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development, Decision Quality, Developing Direct Reports

Working Conditions

Working Environment:

- Exposure to mechanical and electrical hazards, hazardous chemicals, high pressure water and air systems, high speed equipment, confined spaces, and heights.
 - Exposure to variable Texas weather conditions and/or physical hazards such as working in elevated and confined spaces; working in attics, sub-floors, machine rooms, on roofs, and other operational areas. Exposure may be prolonged.
 - Exposure to various mechanical, electrical, laboratories, and other university spaces.
 - Exposure to variety of construction and physical plant hazards including medium voltages (15KV), confined space, elevated heights, dust & dampness, high noise levels, outside weather and energized equipment & systems.
 - Exposure to potential occupational hazards including toxic, biological, and chemical hazards within certain laboratory spaces.
 - Exposure to elevated level of noise.
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- Required to wear Personal Protective Equipment when needed, to include: steel toe or non-slip shoes, eye protection, hardhat, back belt, body harness, biological protective gear, ear muffs or plugs, respirator, and arc flash protection.
- Must wear and properly maintain uniforms.
- Required to be on stand-by call status, carrying pager, cell phone or two-way radio as assigned and respond to afterhours emergency calls.
- Required to be on stand-by call status for overtime, evenings, after hours, odd hours, shift work, weekends, and/or holidays as needed. Flexibility in scheduling may be required.

Physical Demands:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects
- Regularly required to stand, walk, use hands to feel, reach with hands and arms, and talk or hear.
- Frequently required to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, and/or use repetitive motions.
- Ability to climb ladders and stairways and work on building rooftops of high elevation.
- Ability to work in confined spaces such as ceiling, under floor crawlspaces, and manholes.
- Repetitive motions that may include the wrists, hands, and/or fingers.
- Reaching overhead, at or below shoulder level.
- Operating machinery and/or power tools.
- Required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.