



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Utilities Station Operator III	<b>Job Family:</b>	Facility/Construction
<b>Type:</b>	Classified – Non-Exempt	<b>Job Code:</b>	15133
<b>Department:</b>	Utilities Operations/Facilities Services	<b>Salary Grade:</b>	61
<b>Reports to:</b>	Utilities Operations Supervisor	<b>Created/Revised:</b>	09/2022
<b>Work Modality:</b>	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](mailto:compensation@utsa.edu) with any questions.

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### Job Summary

Provides advanced skills for the operation and maintenance of various utility equipment and systems.

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### Core Responsibilities

1. Responsible for ensuring that uninterrupted utility services are rendered and timely emergency responses.
2. Operate and maintain systems and equipment that provide utilities and steam control environmental conditions.
3. Monitor and respond to life safety system alarms, emergency conditions, security alarms and related requirement to include fire alarms, emergency power and others.
4. Monitor and perform minor utility adjustments through building automation systems.
5. Perform building and system maintenance duties such analyzing, troubleshooting diagnosing, filter replacement, fume hood operation, dormitory maintenance.
6. May responds to campus emergencies, such as electrical outages, gas leaks, water main/line breaks, and others.
7. Perform duties related to energy management, conservation and related such as lighting controls and coordination with TEP.
8. Document and report various field measurements, observations, analysis, and research methods.
9. Coordinate, monitor, and inspect contractor work and services.
10. Prepare material requests and order necessary supplies.
11. Assign task and train subordinates.
12. Assists with special events.
13. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
14. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
15. Performs other duties as assigned.

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### Minimum Requirements

#### Education/Certifications

- High school graduate or GED

#### **Experience**

- Six years of experience in the operation and maintenance of utilities or construction.
- At the discretion of the department two years of technical training can substitute for two years of required 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.

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#### **Core Competencies**

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

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#### **Working Conditions**

##### **Working Environment:**

- Control room/office environment (conditioned space) and field environment (dust, dirt, noise, restricted space, extreme temperatures).
- Exposure to potential occupational hazards associated with HVAC maintenance and emergency response situations.
- 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.
- 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.