



The University of Texas at San Antonio™

Job Description

Job Title:	Mechanical Maintenance Technician I	Job Family:	Facilities/ Construction
Type:	Non-Exempt	Job Code:	15297
Department:	Operations and Maintenance/VP Business Affairs	Salary Grade:	60
Reports to:	O&M Zones Supervisor	Created/Revised:	7/14/2022
Work Modality:	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire 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

To provide entry level skills for the operation and maintenance of HVAC, Boiler, and mechanical equipment and systems. Responsible for the performance, operation, and maintenance of heating, Ventilation, air conditioning and related systems.

Core Responsibilities

Typical:

1. Assist in the installation, removal, repair, maintenance, preventive maintenance, fabrication, and emergency repair of HVAC, boiler, and industrial mechanical equipment and related systems.
2. Performs service calls and work orders submitted by students, faculty, staff, and department within the university to include preventive maintenance. Responds to customer service needs and requests in a timely manner with proper documentation of repair and services.
3. Keep records of material used
4. Assist all trades, departments and zones with special events and assist when needed
5. Assist outside contractors on HVAC and mechanical equipment and systems pertaining to the remodel, repair or replacement of equipment.
6. Test, monitor, minor troubleshooting, adjust and repair systems and equipment.
7. Checks mechanical spaces on regular intervals, corrects deficiencies and assists in other trades areas in a team environment
8. Assists with work on kitchen equipment as required. Works on energized systems including piping that contains steam, hot and chilled water.
9. Performs work in accordance with established safety procedures.
10. Works various schedules and is required to carry a radio and/or cell phone and be on-call periodically.
11. Keeps current of changes in operation procedures, new equipment, and other related equipment: works in conjunction with other trades and staff personnel in support of daily job task; informs appropriate personnel of unusual conditions, problems, or deficiencies and takes appropriate actions.

Periodic:

1. Assist in preparing job cost estimates.
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Minimum Requirements

Education/Certifications

- High school diploma or GED,
- Must be able to speak, read and write in English, and perform basic arithmetic.

Preferred Education/Certifications

- Supplemental vocational school training and/or one year of experience.

Experience

- One year of experience, related to the statement of duties and responsibilities

Preferred Experience

- Two years of experience, related to the statement of duties and responsibilities.
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Knowledge Skills & Abilities

- Valid Texas Driver's License
 - Criminal background Check (CBC) and motor vehicle check
 - Must have or obtain an EPA Universal Refrigerant Certification with 6 months of employment
 - Ability to use the tool of the mechanical trade, including the use of power machinery and hand tools
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Core Competencies

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Exposure to variable Texas weather condition and/or physical hazards such as working in elevated and confined space; working in attic, sub-floors, machines rooms, on roof, and other operational areas.
- Also exposed to various mechanical, electrical, laboratories, and other university spaces
- Assisting other trades to meet the operational needs of the university.

Physical Demands:

- Ability to push, pull, or lift 50 pounds or equipment with or without reasonable accommodations.
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