



The University of Texas at San Antonio™

Job Description

Job Title:	Mechanical Maintenance Technician II	Job Family:	Facilities/ Construction
Type:	Non-Exempt	Job Code:	15299
Department:	Operation and Maintenance/VP Business Affairs	Salary Grade:	61
Reports to:	O&M Zone 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 journeyman level skills for the operation and maintenance of HVAC, boiler, and mechanical equipment and systems. Provide minimal Supervision as required. Responsible for providing journeyman level craftsmanship in the Performance, operation and maintenance of heating, ventilation, air Conditioning, and related systems.

Core Responsibilities

Typical:

1. Provides journeyman-level skills 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 order submitted by students, faculty, staff, and departments within the university to include preventive maintenance. Responds to customers service needs and request in a timely manner with proper documentation of repair and services.
3. Keeps record of material used
4. Assist all trades, departments and zones with special events and assist when needed.
5. Assist and consults outside contractors on HVAC and mechanical equipment and systems pertaining to the remodel, repair, or replacement of equipment.
6. Test, monitors, technical troubleshooting, adjust and repair systems and equipment.
7. Completes work on kitchen equipment as required. Works on energized systems including piping that contains steam, hot and chilled water
8. Utilizes precision instruments to ensure proper setting of belts, chains, coupling, bearing and other drive components.
9. Inspect completed work for conformance with specifications, operation manuals, requirements, and compliance with applicable code and regulations
10. Performs work in accordance with established safety procedures.
11. Works various schedules and is required to carry a radio and/or cell phone and be on-call periodically.
12. Keeps current of changes in operations 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 condition, problems, or deficiencies and take appropriate actions.
13. Operate R.O. systems, steams systems, closed loop systems, and other mechanical equipment.
 14. Performs additional duties as assigned.

Periodic:

1. Provide job cost estimates to supervisor
 2. Organize material list of work and prepare request.
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Minimum Requirements

Education/Certifications

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

Preferred Education/Certifications

- Associate degree of graduation from a technical or vocational school.

Experience

- Five years experience, related to the statement of duties and responsibilities

Preferred Experience

- Eight 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
 - Ability to use the tools 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 spaces; working in attics, subfloors, machines rooms, on roofs, and other operational areas.
- Also exposed to various mechanical, electrical, laboratories, and other university spaces.
- Assisting other trade to meeting the operational need of the university.

Physical Demands:

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