



The University of Texas at San Antonio™

Job Description

Job Title:	Mechanical Maintenance Technician III	Job Family:	Facilities / Construction
Type:	Non-Exempt	Job Code:	15300
Department:	Operations and Maintenance/VP Business Affairs	Salary Grade:	61
Reports to:	O&M Zones Supervisors	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 master level skills for the operation and maintenance of HVAC, boiler, and mechanical equipment and related systems. Provide supervision on job specific task. Coordinates work with end user and other trade personnel. Responsible For using power and hand tools in the construction, maintenance, and Repair of structures, equipment and different material used on campus. May trains and provide limited supervision of lesser skilled employees.

Core Responsibilities

Typical:

1. Provides master level skills to perform and supervise 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 customer service need and request in a timely manner with proper documentation of repair and services.
3. Keeps records of material used
4. Assist all trades, departments and zones with special events and assist when needed
5. Assist, consult and inspect 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. Provide technical skills and oversight to maintenance worker I and II. Work with immediate supervisor to resolve more complex issues.
7. Sizes pump and fans bases on system parameter and pump/fan curves.
8. Complete work on kitchen equipment as required. Works on energized systems including piping that contains steam, hot and chilled water.
9. Utilizes precision instrument to insure proper setting, belts, chains, coupling, bearing and other drive components.

10. Inspects completed work for conformance with specifications, operation manuals, requirements, and compliance with applicable codes and regulations.
11. Performs work in accordance with established safe procedures.
12. Work various schedules and is required to carry a radio and/or cell phone and be On-call.
13. Assist in the design and construction of HVAC, mechanical equipment and systems, renovation, and new construction projects.
14. 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 conditions, problems, or deficiencies and task appropriate actions.
15. Understand how different systems function. Operate repair and trouble shoot problem with R.O. system, steam systems, closed loop systems, and other mechanical equipment.
16. Performs additional duties as assigned

Periodic:

1. Provide job cost estimates to supervisor.
2. Organize material list of work and prepare purchase requests.
3. Assume supervisory duties as assigned during the absence of the supervisor.
4. Perform individual project assigned by the supervisor.

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 or graduation from a technical or vocational school

Experience

- Ten years' experience, journeyman level work related to the statement

Preferred Experience

- Twelve years of experience, related to the statement

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 within 6 months of employment
- Ability to use the tools of the mechanical trade, including the use of power machinery and hand tools.

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 meet the operational

Physical Demands:

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