

The University of Texas at San Antonio

Job Description

Job Title: Facilities Control Technician Leader
Code: 15302
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Facilities
Reports To: Assistant Director of Utilities Operations

Summary

- Function: Provides supervision, administrative, and advanced technical support to maintain the integrity of Facilities electronic, DDC, pneumatic, HVAC controls, fire systems (alarm and sprinkler), and building automation systems (BAS).
- Scope: Responsible for the inspection, installation, maintenance, modification, and repairs of electronic, DDC, pneumatic, HVAC building controls, fire systems (alarm and sprinkler), building automation systems, and other related systems.

Duties

- Typical:
 1. Ensures the comfort and safety of the University environment by ensuring the operation/integrity of energy management and related communications systems to include inspecting, installing and modifying HVAC building automation controls, fire systems, laboratory and fume hood controls; upgrading or modifying campus systems to provide for current code compliance; and lead in the troubleshooting and repairs of control systems; and maintain software updates and associated hardware with building automation control systems.
 2. Supervise technicians and provide administrative support to include scheduling, prioritizing and delegating work assignments; coordinating work with outside contractors; creating material requests; ensuring compliance for Fire and Control systems; and completing and maintaining departmental reports and documentation; and reviewing weekly time sheets.
 3. Develop and maintain programs that support the integrity of building automation systems and promote energy savings.
 4. Reads and interprets blue prints, schematics, and specifications to

<p>maintain functionality of campus systems and provide plan review and input for all campus projects.</p> <ol style="list-style-type: none"> 5. Write specifications and work scope for projects and contract labor. 6. Maintaining adequate inventory of equipment and maintain records to ensure minimum disruption of service to campus systems. 7. Performs other duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Assists with training technicians and support staff in the proper use of HVAC building automation controls, fire and energy management systems, and trouble-shooting techniques. 2. Attends webinars, training, and workshops to keep up-to-date on the latest technology on control systems and their applications. 3. Respond to emergency calls during and after hours. 4. <u>Participates on the On-Call Duty roster.</u>

Education

Required	Preferred
Associate’s degree in HVAC technology, electronics or engineering discipline	

Other Requirements

Required	Preferred
Ability to read and interpret complex technical manuals, schematics, and computer programming languages; write computer control sequences; and communicate complex ideas and issues.	NA
Ability to use MS Office (Word, Excel, and Outlook)	
Criminal Background Check (CBC) and valid driver’s license with a driver’s rating of ‘good’ as established by the UT system.	

Experience

Required	Preferred
Eight years of experience in the installation, repair, maintenance, calibration and operation of HVAC building automation controls, fire alarm, and energy management systems.	Three years of experience in a supervisory capacity.

Equipment

Required	Possible
Knowledge in the use of digital/analog volt-ohm meters, computer diagnostic tools, amp probe, and related electrical, electronic and HVAC equipment.	N/A

Working Conditions

Usual	Special
Usual working conditions found in electrical, electronic or engineering areas. Some exposure to inclement weather, high voltage, and potential biohazard conditions. Must be on call and able to work evening and weekends when needed.	Proper safety and precaution must be observed when operating and repairing electrical, electronic and HVAC.

Supervision

Received	Given
General from immediate supervisor.	Provides general supervision to support staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
