



The University of Texas at San Antonio™

Job Description

Job Title:	Facilities Control Technician I	Job Family:	Facilities / Construction
Type:	Non-Exempt	Job Code:	15304
Department:	Facilities Services	Salary Grade:	60
Reports to:	Facilities Control Technician Leader	Created/Revised:	7/13/2022
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 the essential technical skills in the operation and maintenance of electronic, Direct Digital Controls (DDC), HVAC, pneumatic and related building controls. Responsible for the essential operation and maintenance of heating, ventilating, air conditioning, and building controls.

Core Responsibilities

Typical:

1. Ensures the comfort and safety of the University environment by assisting and ensuring the operation and integrity of the Building Automation Systems to include monitoring, diagnosing control problems, installing and modifying HVAC equipment and building automation controls, variable air volume boxes, laboratory and fume hood controls.
2. Assist with monitoring and maintaining the operation and integrity of campus fire alarm and sprinkler systems. Responsibilities include alarm response, and assisting with annual fire alarm and fire sprinkler inspections.
3. Assists senior technicians and works independently in performing preventive maintenance on campus controls, fire alarms, and other related systems.
4. Prepares material requests and orders parts and supplies.
5. Performs other duties as assigned.

Periodic:

1. Conducts self-study and attend training to maintain and improve technical proficiency in control systems.
 2. Cross trains to support and assist the Utilities Station Operators and Facilities Fire and Life Safety Technicians.
 3. Assists with projects and the commissioning of new and retrofitted building controls and fire alarm systems.
 4. Performs some work in Bio-Science Level 3 Labs.
-

Minimum Requirements

Education/Certifications

- High school graduation or GED.

Preferred Education/Certifications

- Technical associates degree or certificate in electronics, HVAC Systems, or electrical trade.

Experience

- One year of experience in the installation, maintenance, and repair of electronics or HVAC DDC or pneumatic controls.
- Associates Degree in Electronics or related technical trade can substitute for the required experience.

Preferred Experience

- Possess essential knowledge of building operations to include HVAC and utilities systems.
-

Knowledge Skills & Abilities

- Familiar with Microsoft Office (Excel, Word, and Outlook)
 - Knowledge and skill in the use of electronic, HVAC, and related equipment, to include Multi-meter, and hand tools.
 - Motorized carts and vehicles.
 - Personal computer, standard office equipment.
-

Core Competencies

Individual Contributor:

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

Working Conditions

Working Environment:

- Academic, laboratory, research, clinical facilities and field conditions in or adjacent to radiological, biological, chemical and other hazardous material work areas.
- Exposure to high voltage and biohazard areas.
- Work involves various degrees of hazard and may include prolonged work in outdoor conditions.
- Use of specialized personal protective equipment and work in hazardous areas mandates participation in the UTSA Occupational Health Program.
- Emergency repair call-ins during non-normal working hours.

Physical Demands:

- Physical ability to sit, walk, kneel, bend, crawl and climb
-