

Sam Houston State University Human Resources

Staff Classification Description – Controls Technician

Skill Category: Technical/Para Professional

Position (Employee) Class: 4N150 (N1)

Grade: 9

Date: 10/2014

Department: Energy Management

Educational & Experience Requirement: High School graduate or G.E.D. equivalent. Four years working with all phases of pneumatic and electric temperature controls. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides skilled work in pneumatic and electronic controls related to central air conditioning.

Supervision Given & Received: Works under minimum supervision and may train or supervise other employees as assigned.

Primary Responsibilities: Answers all trouble calls relating to improper temperature. Repairs or replaces defective equipment of pneumatic or electric thermostats and associated control valves and systems. Performs systematic preventive maintenance and status of all pneumatic equipment. Interprets drawings, schematics, and building plans to locate control problems. Maintains working knowledge of JOHNSON, POWERS, HONEYWELL, and ROBERT SHAW controls, including the compressed air systems used in the electrical and controls trade. Performs other related duties as assigned.

Other Specifications: Knowledge and use of standard tools used in the electrical and controls trade. Requires skilled accuracy in all phases of work. Working conditions may be considered undesirable because of continuous (50 percent or more) exposure to two or more disagreeable elements, such as dirt, grime, grease, oil, dust, fumes, tight working quarters, etc. Performs various periodic duties such as parts requisitions, records, and reports. May be on 24 hour call for emergencies.

Uniforms and identification badges are provided by the University according to departmental policy.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.