

Sam Houston State University Human Resources

Staff Classification Description – HVAC Specialist and Controls Technician

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N173 (N1)

Grade: 12

Date: 11/2014

Department: Residence Life

Educational & Experience Requirement: High school graduate or G.E.D. equivalent. Technical vocational training related to job duties would be preferred. Seven years of experience as an air conditioning mechanic, to include: five years working with gas and electric boilers, furnaces and heaters; and five years working with all phases of pneumatic and electronic 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 on the journey person level involved in the installation of new HVAC equipment and controls, and handles the maintenance, repair, replacement, and installation of various heating ventilation and air conditioning systems and refrigeration equipment.

Supervision Given & Received: Works under general direction and may supervise entry level mechanic or crafts assistant as assigned.

Primary Responsibilities: Installs new equipment, overhauls and services air conditioning, appliances, boilers, and refrigeration units. Repairs, replaces, or adjusts worn or broken parts, condensers, compressors, water and or vacuum pumps. Tests and inspects units and equipment. Handles preventive maintenance, service, and installation of boilers, chillers, air handling equipment, various pumps, and related equipment. Repairs cooling towers. Installs and services all electrical and pneumatic control devices. Answers all repair calls relating to improper temperature. Repairs or replaces defective equipment of pneumatic or electronic 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. Performs various periodic duties such as parts requisitions, records, and reports. Creates preventative maintenance schedules. Participates in design of new systems. Consults with Engineers on remodels and new construction along with oversight of each as needed. Performs electronic and systems maintenance required to operate, service, maintain and modernize electronic equipment systems and related equipment in respect to fire alarm and HVAC controls in University buildings and plants. Analyzes control systems on critical HVAC systems such as chillers, boilers, and DDC Building Systems to implement microprocessor control with full automation and integration with existing EMS DDS network. Electronic, Electrical, Mechanical analysis of existing controls and critical safeties for the purpose of designing system solutions employing off-the-shelf equipment to meet automation and integration needs. Performs other related duties as assigned.

Other Specifications: Requires knowledge and use of standard tools used in the HVAC, electrical and controls trade. Requires skilled accuracy in all phases of work. Must have working knowledge of Johnson, Powers, Honeywell, and Robert Shaw controls, including the compressed air systems used in the electrical and controls trade. Working conditions are considered fair, but involve more than average 25-50 percent exposure to weather, electrical hazards, narrow quarters, noise, vibrations, dust, heat, chemical exposure, etc. During emergencies, operational failures, and peak use periods, employee may be called in when off shift to work an extended shift. Special procedures sometimes require extended hours. Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and

driving record acceptable to the university's insurance carrier is required. 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.