 **Utilities Control Systems Technician Assistant Standard Job Description**

**Classification Title:** Utilities Control Systems Technician Assistant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:** $21.34

**Job Description Summary:**

The Utilities Control Systems Technician Assistant, under supervision, receives training and assists in performing repairs and maintenance of energy management control systems in campus facilities.

**Essential Duties and Tasks:**

**40% HVAC Repair and Maintenance Support**

* Receives training and assists with the repair and replacement of HVAC sensors and other control devices.
* Assists in troubleshooting, repair, and maintenance of equipment due to HVAC complaints.
* Receives training and assists in gathering information from HVAC systems to evaluate proper operation.

**20% Calibration and Evaluation**

* Performs calibrations of electronic and pneumatic HVAC controls.
* Assists in evaluating air temperatures, air pressures, water temperature, water pressure, and motor RPM.

**10% Skill Development**

* Participates in skill development in the utilities control systems technician trade.
* Completes training and development for the Utilities Control Systems Technician.

**10% Safety and Compliance Contributions**

* Contributes to a safe work environment by reporting accidents and unsafe working conditions.
* Uses proper personal protective equipment and follows safety procedures outlined in
* Material Safety Data Sheets.
* Participates in safety training.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* One year of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to read and comprehend instructions in English.
* Effective verbal and written communication skills.

**Machines and Equipment:**

* Computer
* Electronic Testing Equipment

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**