**Utilities Instrumentation Technician Assistant Standard Job Descriptions**

**Classification Title:** Utilities Instrumentation Technician Assistant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 9

**Minimum Pay:** $21.34

**Job Description Summary:**

The Utilities Instrumentation Technician Assistant, under general supervision, receives training and performs maintenance, inspections, adjustments, calibrations, and repairs of pneumatic and electronic control system equipment.

**Essential Duties and Tasks:**

**60%: Skill Development**

* Participates in skill development in the utilities instrumentation technician trade.
* Receives training and assists in the installation, maintenance, troubleshooting, and repair of utility, pneumatic, electronic, hydraulic, and mechanical controls, sensing, switching devices, and piping systems designed to control flow, pressure, and temperature of air, fluids, fuel, lubricants, steam, and chilled water.
* Receives training and assists with conducting tests of installed equipment for proper operation, balance, and sequence of operations and assembly of components, ensuring compliance with manufacturer’s handbook schematics, as-built drawings, diagrams, and blueprints.
* Receives training and assists in inspecting meters, indicators, and gauges to detect abnormal fluctuations.

**20% Technician**

* Audits systems data and adjusts control instruments for maximum efficiency and to conserve energy.
* Assists in calibrating and recording readings on instruments according to standards and adjusts to ensure accuracy of recordings and indicating functions.
* Cleans and maintains equipment and work areas.
* May require traveling to various locations to inspect or perform maintenance and repairs.

**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:**

* Class C driver's license or the ability to obtain within 30 days of hire.

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

* Ability to multitask and work cooperatively with others.
* Ability to read and comprehend verbal and written instructions in English.
* Ability to communicate clearly and effectively to ensure understanding.

**Machines and Equipment:**

* Vehicle
* Repair Equipment
* Pneumatic and Electronic Control System

**Physical Requirements:**

* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.
* Ability to move (light, moderate, or heavy) objects.

**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.
* This position will be subject to yearly motor vehicle record checks.

**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**