 **Utilities Refrigeration Technician Assistant Standard Job Description**

**Classification Title:** Utilities Refrigeration Technician Assistant

**FLSA Exemption Status:** Exempt

**Pay Grade:** 8

**Minimum Pay:** $20.18

**Job Description Summary:**

The Utilities Refrigeration Technician Assistant, under general supervision, learns to perform and assists with general maintenance, preventive and corrective maintenance and repair on chillers and equipment associated with chillers and chilled water systems as directed. Responsible for completing the training and development program for Utilities Refrigeration Technicians or comparable training program.

**Essential Duties and Tasks:**

**40% Equipment Maintenance and Support**

* Receives on-the-job training and assists in performing equipment maintenance and reliability assignments on industrial chillers and associated equipment.
* Learns and assists in diagnosing malfunctions, troubleshooting through root cause analysis, and performing repairs.
* Assists the crew by retrieving tools, supplies, and parts; cleans and maintains equipment and work areas.
* Practices acquiring and recording vibration information on large industrial chillers and support machinery.
* Operates a forklift as needed during maintenance and installation activities.

**20% Skill Development and Training**

* Participates in skill development in the utilities refrigeration technician trade.
* Learns about the preparation of cost estimates, materials requisitions, and manpower requirements for large equipment.
* Practices locating spare/replacement parts through maintenance and material management systems.

**10% Safety and Compliance**

* 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 to enhance workplace safety.

**10% Technical Skills Development**

* Learns and assists with shaft alignments and the replacement of bearings, lubricants, packing, and mechanical seals.
* Learns how to and practices brazing and soldering connections.
* Learns how to and assists with cutting and shaping metal using gas or mechanical methods.

**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:**

* Will be required to complete training and development for the assistant level position in a timely manner.

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer

**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**