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

**Classification Title:** MasterUtilities Control Systems Technician

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 13

**Minimum Pay:** $32.46

**Job Description Summary:**

The Master Utilities Control Systems Technician, under general supervision, provides centralized coordination for the utilization of energy management control systems (EMS) in campus facilities, allowing the University to maximize its investment in building automation systems and reduce utility costs by optimizing building operations.

**Essential Duties and Tasks:**

**35% Energy Management System Operations**

* Handles the operation of the Energy Management System (EMS) network and other independent HVAC control systems throughout campus facilities.
* Implements specific control strategies in facilities to achieve energy efficiency and utility cost avoidance.
* Monitors energy consumption in campus facilities, identifies energy management opportunities, and observes energy management project performance.
* Assists in establishing protocol for operation and modification of control systems strategies in campus facilities.

**25% Maintenance and Repairs**

* Assists with maintenance and repair of control system components.
* Assists with documentation of critical design and deferred maintenance problems in building HVAC and control systems.
* Assists in energy project evaluation, facility audits, and budgeting recommendations for campus energy management investments.

**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 promote a culture of safety.

**10% Customer Service and Communication**

* Commits to continuously improving the quality and value of service provided to customers.
* Strives to exceed customer expectations in every interaction by providing personalized and professional solutions.
* Ensures that all communications to customers are responsive, respectful, and solutions-oriented.

**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.
* Seven years of experience in heating ventilation and air conditioning design or automated building operation control systems or completion of an apprenticeship/assistantship program in utility plant operations.

**Required Licenses and Certifications:**

* None.

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

* Ability to multitask and work cooperatively with others.
* Use of computers and electronic testing equipment.
* Knowledge of DDC and pneumatic HVAC controls, calibration techniques, air balancing, indoor air quality requirements and metering of energy use.

**Machines and Equipment:**

* Computer
* Electronic Testing Equipment
* Hand Tools

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders, stand for extended periods of time.

**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.
* Active participation and completion of the Utilities Control System Technician section of the TAMU Control Technician Training Program within six months of employment.

**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**