**Utilities Control Systems Technician Standard Job Description**

**Classification Title:** Utilities Control Systems Technician

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 10

**Minimum Pay:** $24.54

**Job Description Summary:**

The Utilities Control Systems Technician, under general supervision, provides centralized coordination for the utilization of energy management control systems in campus facilities.

**Essential Duties and Tasks:**

**35% HVAC System Maintenance and Repair**

* Repairs and replaces HVAC sensors and other control devices.
* Calibrates electronic and pneumatic HVAC controls.
* Assists with hot/cold HVAC complaints to ensure optimal comfort levels.
* Responds to campus HVAC issues as directed.

**25% System Evaluation and Data Collection**

* Gathers information from HVAC systems needed to evaluate proper operation, including air temperatures, air pressures, and water temperatures.
* Monitors system performance by collecting data on fan and motor RPM.
* Assists in the operation of the Energy Management System to track and analyze system efficiency.

**10% User Training and Support**

* Assists with training of staff on the Energy Management System.
* Monitors utilization of the system to ensure effective operation and user compliance.

**10% Operational Duties**

* Operates a university vehicle as needed to accomplish maintenance duties across campus.
* Ensures safe and efficient transportation while performing assigned tasks.

**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.
* Three years 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**