



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Central Plant Operator

### **JOB SUMMARY**

Performs skilled technical work in the installation, service, and repair of heating and air-conditioning systems and related equipment. Responsibilities involve installation, maintenance, troubleshooting, and repair of heating and air-conditioning systems. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Supervisor, Central Plant

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Operates chill water plant on rotating shift.

Inspects and examines heating/refrigeration and air-conditioning, chillers, boilers, air compressors, heat exchangers, and all auxiliary equipment to locate defects in operations.

Installs, inspects, troubleshoots, adjusts, repairs and replaces rotating equipment (pumps, motors, etc., and associated units, parts, systems, etc.

Services cold storage units, refrigerated air conditioning units, water coolers, and controls.

Disassembles units and restores to operating condition; repairs or replaces condensers, compressors, pumps, valves, motors, bearings, belts and other parts.

Recovers and recharges refrigerants as required; performs preventive maintenance on cooling towers and evaporative condensers.

Inspects and tests refrigeration systems, safety devices, and controls for efficiency of operation and compliance with safety practices, laws and regulations.

Troubleshoots and take necessary corrective action for major malfunctions and breakdowns of heating/refrigeration and air-conditioning systems, pumps, air heating/refrigeration and air conditioning units, coils, fans, subsystems and component parts, steam systems, etc.

Documents any corrective action taken or changes made by altering electrical schematics.  
Observes prescribed work and safety rules.

### **ADDITIONAL DUTIES**

Orders parts and supplies as needed.  
May direct work of others on assigned projects.  
Performs other duties as requested.

### **EDUCATION**

High school diploma or equivalent required. State certification preferred.

### **EXPERIENCE**

Two years experience as a heating and air conditioning mechanic. Job related vocational training or other education may substitute on a year for year basis for the required experience or graduation from a certified technical/vocation school.

### **REQUIREMENTS**

Freon recovery certification and/or the ability to be certified within six months of date of employment. Valid Texas driver's licenses and a safe driving record such as required by the university for Driver's Authorization.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge of and ability to work on HVAC-R systems and components.  
Knowledge of and ability to use tools and equipment related to the craft and job assignments.  
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.  
Ability to effectively communicate orally, both in person and by telephone.  
Ability to effectively deal with the public.  
Skill in the operation of vacuum pumps and cleaners, drills, presses, torches, pumps, threaders, wrenches, screwdrivers, pliers and related tools of the trade.  
Ability to represent the department and University in a friendly, courteous, and professional manner.  
Ability to operate or use respirators, breathing machines, eye shields and related safety equipment.  
Ability to respond to emergency situations in a timely manner.  
Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; crawl; kneel; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs or ladders and scaffolding; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. Work is performed in a Plant environment. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***