



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

## **JOB DESCRIPTION**

### **TITLE**

HVAC Automation Control Systems Technician

### **JOB SUMMARY**

Performs technical work sustaining the operation of the computerized automation systems equipment (electronic surveillance system) which Scans electronic, mechanical, heating, ventilation and air conditioning and refrigeration (HVAC-R), elevator, lighting and equipment in buildings throughout all four campuses for proper functioning and/or equipment failure. 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:* Assistant Supervisor, Building Control Systems, Central Plant

*Supervises:* EMCS Maintenance Contract May

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

Monitors and verifies data readouts to detect computer room equipment operation problems. Identifies and corrects problems and failures in field located sensors, controls and energy measurement devices.

Operates the monitoring system equipment.

Inspects, adjusts, calibrates, installs and replaces pneumatic and electronic thermostats and system controllers.

Troubleshoots and repairs pneumatic and electronic controlled mechanical equipment (i.e., zone damper motors, three-way valves, etc.)

Responds to "hot and cold" calls and to abnormal temperature conditions as indicated by the EMCS (Energy Management and Central System) readout equipment (CRT and alarm printer).

Works closely with other technicians to verify reported temperature problems.

Inspects and performs maintenance and repair of HVAC instrument air systems in all buildings throughout the campus (air compressors, air dyers, air control and regulation devices, etc.)

Drives University vehicles to and from work sites. Observes safety and security measures appropriate to work performed.  
Programs energy management and control systems

### **ADDITIONAL DUTIES**

Notifies and works with computer equipment manufacturer when major repair or modification of equipment is needed.  
Notifies personnel in Electrical, Plumbing and Mechanical shops when alarms occur or there is need for corrective action.  
Prepares charts, graphs and reports as directed and required.  
Performs other duties as requested.

### **EDUCATION**

High school diploma or equivalent required. Two years of college, university or vocational school course work with emphasis in electronics or mechanical engineering preferred. Prefer completion of at least two (2) control courses. Any equivalent combination of experience, education or training which provides the following knowledge to be considered.

### **EXPERIENCE**

Three years of experience in the maintenance, adjustment and repair of pneumatic and/or electronic control systems, electronic and mechanical equipment, and other related equipment for heating, ventilation and air conditioning equipment (chillers, boilers, motors, pumps, air handling units, etc.)

### **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.  
Thorough knowledge of pneumatic and DDC controls, and mechanical equipment and systems related to heating, ventilation, and air conditioning such as chillers, boilers, motors, pumps, air-handling units, etc.  
Ability to analyze pneumatic and electrical control problems in the field.

Ability to interpret engineering and control drawings and specifications.  
Skill in the use of tools and equipment associated with electronic, mechanical and HVAC trades.  
Knowledge of the hazards and safety precautions relevant to work performed.  
Ability to react quickly and to analyze known data or symptoms of a problem and arrive at a logical solution.  
Ability to analyze electrical circuits and/or mechanical systems.  
Basic knowledge of control program functions.  
Knowledge of safety, electrical and HVAC codes.  
Ability to follow detailed oral and written instructions pertaining to job.  
Ability to keep records accurately.  
Ability to apply mathematical concepts to complete tasks (example: mixing, measuring and applying chemicals).  
Broad working knowledge of the practices, tools, materials and machines used in grounds maintenance operations.  
Ability to obtain or currently possess a non-commercial or private Chemical Applicators License (may be required for some positions/not applicable to all Groundskeeper III positions).  
Ability to operate various types of large machines and trucks used in grounds maintenance.  
Ability to use a personal computer and other office equipment.  
Ability to respond to emergency situations in a timely manner.

### ***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

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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:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***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.***