
Auburn University Job Description

Job Title:	Tech, Utilities Operations	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	NB64	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Operates and maintains the district heating and chilled water plants as well as their associated distribution systems.

Essential Functions

1. Performs routine and preventative maintenance, overhaul, installation and repair on district, chilled water and heating plant equipment ensuring that the units are operating as designed.
2. Aligns, sets up and operates the boilers chillers in the district heating and chilled water plants.
3. Performs maintenance on buildings/structures and equipment to maintain good material condition.
4. Obtain samples, perform chemical analysis and successfully treat boiler feeder water, chilled and condenser water.
5. Monitors all plants and building HVAC systems remotely or on-site to include reading, interpreting, and documenting temperatures, pressures, and liquid levels of the operating equipment.
6. Stocks supplies and equipment required to perform essential functions.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties and tasks are standardized. Performs some more advanced tasks as part of training and development. Resolves routine problems and refers more complex issues to higher levels.	Works under direct supervision and selects from a variety of established procedures to accomplish assigned tasks.	Applies basic skills and learns advanced skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. High school diploma or equivalent.
II	Duties and tasks are varied and complex. Resolves most questions and problems and refers only the most complex issues to higher levels.	Works under minimal supervision. May periodically assist in orientation, training, assigning and checking the work of lower level employees or be designated as lead worker.	Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 4 years experience in area of specialization.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Applies basic skills and learns advanced skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. High school diploma or equivalent.
- Level II** Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 4 years experience in area of specialization.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in the maintenance, repair and operation of utilities

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Certification or Licensure Requirements:

Valid Driver's License and 24 hour on-call status required for all levels. Certification as a Universal Refrigerant Technician required for Level II only.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires sitting, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/15/2011
