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| **Job Title:** Summer Plant Engineering Support | **FLSA Classification:**  ☐Exempt   * Nonexempt |
| **Reports to:** Plant Engineering Manager | **Location:** |
| **Department:** Admission | **Division:** |
| **Employment Category:**   * + Full-Time   Part-Time | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

These seasonal, non-benefits eligible positions are expected to begin on May 12, 2021 and last less than 180 days. Primarily responsible for the operation, maintenance cleaning and repair of air conditioning, heating, ventilation, and refrigeration equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Operate, troubleshoot, repair, clean, perform preventive maintenance, assisting HVAC & Plumber with the following daily tasks:
* Water chillers, cooling towers, and hot-water boilers.
* Heat pumps, refrigeration and kitchen equipment.
* Pumps, compressors, motors, and other auxiliary equipment.
* Electrical, mechanical, and pneumatic control systems.
* Perform other duties as assigned.

**QUALIFICATIONS**

Must High school diploma or GED with excellent reading, writing, and speaking abilities. Two or more years’ experience maintaining, cleaning, and repairing mechanical systems. Demonstrated experience in all aspects of maintenance, troubleshooting, and repair of commercial and/or residential HVAC systems. Ability to prioritize work, maintain quality control standards, and maintain records. Ability to lift and carry up to 50 lbs., climb ladders up to 20 feet, and work off scaffolding and platform/lifts at various heights. Valid Texas Driver’s License, good driving record, dependable transportation and must be insurable by University carrier. Verifiable local references. Ability to comply with workplace guidelines and attendance requirements. Successful completion of an employment and/or criminal history background check required.

**WORKING CONDITIONS**

**Equipment Operated**

Pumps, motors, compressors, heating, ventilation, air conditioning equipment, related test equipment, and university vehicles.

**SCHEDULE**: Work schedule is typically 7:30am – 4:00pm, Monday – Friday, however, scheduled hours may change for special events or meeting the needs of the facility. Duties may include weekend, holiday, overtime and on-call work.

**PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 50 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISION RECEIVED**: Supervised by Plant Engineering Manager

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION EXERCISED**: General supervision over student workers.

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Has knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |