



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 09/14  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Power Plant Operator

### **JOB SUMMARY**

Performs highly skilled technical operations and maintenance work in the installation, service, and repair of central plant and auxiliary heating and air-conditioning systems and related equipment. Responsibilities include the efficient operation and maintenance of the university's central utility plant equipment, installation, 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, Power Plant Operations/ and or Maintenance

*Supervises:* No supervisory responsibilities

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

- Performs supplemental support shift work in rotation with other personnel as needed for plant operation (i.e. 2:00pm to 10:00pm shift).
- 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.
- Adds chemicals to boilers, cooling towers, chiller, etc.
- Monitors and updates the Energy Management Controls System.
- Performs preventive maintenance, 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 assist with and/or direct work of others on assigned projects.
- Prepares and submits reports.
- Performs other duties as requested.

### **EDUCATION**

High school diploma or equivalent required. Trade school preferred. State certification preferred.

### **EXPERIENCE**

Three years of central plant or HVAC-R experience. 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.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**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, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, 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**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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

**Employee Printed Name:** \_\_\_\_\_

***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, gender, sex, sexual orientation, 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.***