JOB DESCRIPTION

TITLE

Power Plant Analyst

JOB SUMMARY

Performs routine testing, maintenance and repair duties in the treatment and control of water related equipment (i.e. chillers, boilers, etc.) in facilities throughout campus. Monitors water levels and chemical balance of contained water. Duties performed assure the uninterrupted operation of critical equipment components through testing of aquatic transfers and maintenance of air flow systems. Changes HVAC air filters. Develops and monitors inventories of air filter stock on hand to ensure proper operation of Air Handling Units. 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:

- Maintains water levels of chilled water systems, hot water systems in buildings on campus.
- Provides schedule for and performs changes of HVAC air filters for all air handling equipment on Denton Campus.
- Creates and maintains inventory of Air Filter stock on hand and assists with ordering.
- Takes water samples and conducts testing for pH and chemical balance of water.
- Makes adjustments to chemical levels in closed loop systems and keeps inventory of chemicals needed for proper water chemistry.
- Assist with operation of Central Plant on rotating shift including weekends and holidays.
- Performs some plumbing and electrical procedures and repairs.
- Prepares reports and information.
- Installs, maintains, and repairs water treatment equipment.
• Observes prescribed work and safety rules.
• Assists other crafts in Central Plant as requested.

**ADDITIONAL DUTIES**

• Orders chemicals and supplies for water maintenance.
• Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required.

**EXPERIENCE**

Four years’ experience in water treatment or a related field. Related education may substitute for up to one year of the required experience on a year-for-year basis.

**REQUIREMENT**

Valid Texas driver’s license and a safe driving record such as required to attain Driver’s Authorization through the university.

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 methods and techniques in water chemistry.
• Knowledge of and ability to use tools and equipment related to craft and job assignments.
• Ability to effectively communicate orally, both in person and by telephone.
• Ability to occasionally lift, carry, push, pull or drag approximately fifty pounds.
• Ability to climb and work from stairs, ladders and scaffolding.
• Skill in the use of lifts, dollies, diagnostic equipment, drills, screwdrivers, wrenches and related tools of the trade.
• Ability to work in conditions including heat, cold, temperature swings, noise, indoors and outdoors, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards.
- Ability and skill to safely operate a university provided vehicle.

**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. May be required to lift, carry, push, pull or drag approximately 50+ pounds. Must be able to safely operate a university provided vehicle.

**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. Exposure 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.*
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.