AUBURN
Human Resources

Technical Advisor, Mechanical

Job Description

JOB INFORMATION

Job Code	NB90
Job Description Title	Technical Advisor, Mechanical
Pay Grade	FM16
Range Minimum	$60,590
33rd %	$74,730
Range Midpoint	$81,800
67th %	$88,870
Range Maximum	$103,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/2/2018

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Reporting to the Maintenance Engineer, the Mechanical Technical Advisor serves as the University's lead technical expert for heating, ventilating, and air conditioning (HVAC) related facility and building maintenance issues in support of the Facilities Management organization responsible for maintaining over 250 campus facilities totaling over 7 million square feet of building space. Serves as the most knowledgeable expert on campus regarding building HVAC systems and equipment, as well as the digital and pneumatic control systems. Responsible for providing in-depth technical support regarding HVAC or control systems and equipment to solve difficult, non-routine HVAC or control problems encountered by the four (4) Facilities Maintenance Zones and eight (8) Facilities Maintenance Shops. Plays a key role in ensuring the successful execution of over 6,500 HVAC related maintenance work orders annually to correct and repair building deficiencies and problems as required to keep campus facilities operational in support of the University's academic, research, and outreach mission.

RESPONSIBILITIES

- Serves as the subject matter expert on all mechanical (includes, but is not limited to: HVAC, boilers, steam, motors, drives, pumps, and controls) and elevator systems for the Maintenance Department. When mechanical work requirements are too complex for technical personnel, this position will diagnose problems and prescribe repair methods.
- Coordinates and oversees a mechanical quality control program where mechanical maintenance tasks and new installations are reviewed for compliance to applicable standards.
- Reviews mechanical design documents to ensure compliance to University standards and provides input to design team that enhances the ability for AU Maintenance staff to care for the systems in the future.
- Provides periodic on-site inspections for mechanical construction and renovation projects to ensure work performed by University tradesmen and contractors meet University mechanical standards and contract requirements and in a manner that complies with the appropriate regulatory agencies.
- Plans for and ensures necessary outages are reviewed for operational effectiveness. Communicates with stakeholders to keep them aware of activities, maximize effeciencies, answer questions, and resolve issues.
- Evaluates proposed mechancial jobs in order to estimate and provide written and oral quotes. Meets with clients to gather information in development of estimates. Plans and organizes mechanical renovations and construction project requirements for facilities and infrastructure on University property.
- Develops, and keeps current, procedures and operating instructions for safe, accurate and quality mechanical work performance. Provides training on a regular basis with small group classes or independently to increase mechanical skill and knowledge of all technical personnel across the Maintenance Department, but especially those in the mechanical job family.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	Vocational/technical diploma preferred.	and	7 years of	Experience in mechanical maintenance (including HVAC) and establishing best practices for preventative maintenance of building systems. Ability to effectively communicate with customers and employees. At least one year experience mentoring others and leading projects.	Or
Some college; vocational or Associate's Degree	Additional education (Community/Technical/Vocational College and/or 4-year college degree) in a technical field can substitute for experience.				

Substitutions Allowed for Experience	Yes

Substitution 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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of HVAC building systems, blueprint reading, construction practices, and computer applications such as web-based work order system and Microsoft Office software.	
Must have above average customer service skills and high level verbal communication skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Universal Refrigerant Certification	Upon Hire	Required	And
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	And

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.