UNIVERSITY OF SOUTHERN CALIFORNIA
Chilled Water Plant Specialist
Job Code: 180283

Grade: 00
OT Eligible: Yes
Comp Approval: 12/2/2014

JOB SUMMARY:
Monitors, operates, services, and maintains various chilled water plants. Identifies and resolves problems with chilled water systems. Serves as point of contact for chilled water plant maintenance and service related activities. Assists with coordination of consultative services on assigned projects. Provides leadership and guidance to other workers.

JOB ACCOUNTABILITIES:

**E/M/NA**  |  **% TIME**
--- | ---
--- | Monitors, operates, services, and maintains various chilled water plants. Ensures efficiency performance of chiller plants and resolves equipment performance issues.
--- | Inspects chilled water plant systems. Identifies problems and determines resolution within operating parameters and constraints. Recommends whether systems need to be repaired, replaced or retrofitted. Recommends equipment or systems to install. Performs necessary corrective actions. Schedules equipment shut down, as required.
--- | Serves as point of contact for chilled water plant maintenance and service related activities. Responds to service calls for chilled water plant equipment issues or alarms 24/7, including after-hours issues and alarms.
--- | Assists with coordination of maintenance contracts and consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. Conducts quality assurance reviews and ensures that required work is satisfactorily performed and completed by certified consultants.
--- | Prepares reports and/or maintenance records and maintains currency of records. Ensures work orders and service tickets are entered onto the Computerized Maintenance Management System (CMMS) appropriately.
--- | Provides leadership and guidance to other workers. Sets priorities and timelines and monitors work of others. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
High school or equivalent

**Minimum Experience:**
5 years

**Minimum Field of Expertise:**
Successful work history. Thorough knowledge of job components for completion of projects in trade areas such as methods, tools, materials and equipment. Thorough knowledge of equipment, standard safety practices, and other requirements for workplace safety. Advanced knowledge of operation and maintenance of chilled water plant components, including chillers (e.g., Trane, Carrier, York). Working knowledge of Energy Management Control systems. Environmental Protection Agency (EPA) Certificate.

**Preferred Education:**
Specialized/technical training

**Preferred Field of Expertise:**
Familiarity with city, state, building codes, OSHA rules and regulations.

**Skills: Administrative:**
Communicate with others to gather information
Compute totals
Coordinate work of others
Customer service
Gather data
Input data
Interpersonal skills
Maintain records
Prioritize different projects
Read handwritten text
Understand and apply policies and procedures
Use database and/or word processing software
Verify calculations

**Skills: Machine/Equipment:**
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Handheld power tools and non power tools
Personal computer
Photocopier

**Skills: Trade/Auxiliary:**
Basic machinery maintenance
Calculate measurements
Estimate materials required for specific job components
Identify technical and equipment problems related to trade
Install equipment, machines, or wiring to meet specifications
Lead/guidance skills
Perform general maintenance repair work for equipment and/or facilities
Prepare reports and/or maintenance records
Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
Use and or operate various stationary machinery, vacuum cleaners, shampooers, and waxing machines

Supervises: Level:
May lead one or more employees performing similar work.
May oversee student, temporary and/or resource workers.
Trains employees on specific skills and tasks as required.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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