



Chilled Water Plant Specialist Job Description

JOB INFORMATION

<i>Job Code:</i>	180283
<i>Job Title:</i>	Chilled Water Plant Specialist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	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.
<i>Job Family:</i>	Trades/Maintenance
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Specialized/technical training	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Successful work history.
X		Thorough knowledge of job components for completion of projects in trade areas such as methods, tools, materials and equipment.
X		Thorough knowledge of equipment, standard safety practices, and other requirements for workplace safety.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Advanced knowledge of operation and maintenance of chilled water plant components, including chillers (e.g., Trane, Carrier, York).
X		Working knowledge of Energy Management Control systems.
X		Environmental Protection Agency (EPA) Certificate.
	X	Familiarity with city, state, building codes, OSHA rules and regulations.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.