
Auburn University Job Description

Job Title: **Dir, Utilities & Energy**

Job Family: No Family

Job Code: **NC69**

Grade FM20 \$86,200 - \$163,800

FLSA status: Exempt

Job Summary

Directs and manages the daily operations of the University's Utilities and Energy operations, including the Energy Management program.

Essential Functions

1. Directs and manages the daily operations, maintenance and repair of all district energy plants and distribution systems, as well as Utility Services and Water Treatment units.
2. Directs and manages utility outages to ensure proper system maintenance while minimizing impact on University operations.
3. Manages the annual operating budget development process for the Utilities division, as well as oversees cost accounting and funds expenditures, provides cost estimates on utility expenditures and major projects and prepares and provides input in the deferred maintenance budget for each fiscal year.
4. Plan and coordinate the design of on-campus utilities and negotiate and manage all utility contracts with utility providers.
5. Coordinates and assists design architects and engineers in the planning and design of new facilities and utility systems on campus.
6. Oversees the University's Energy management program to include developing and implementing policies, procedures and processes to increase the efficiency and effectiveness of utilities and building energy operations, recording, analyzing and maintaining all energy consumption data, as well as preparing and submitting contracts and/or reports required by state and regulatory agencies.
7. Receives, investigates and resolves customer complaints to ensure the highest level of service is provided to the facilities.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Engineering, Building Science, or related field.
Experience (yrs.)	7	Experience in utility plant and distribution systems management and operations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of utility and distribution systems operations and energy management practices, Federal and State regulations, public law associated with utilities and facilities operations and OSHA regulations.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/14/2014
