AUBURN
Human Resources

Supv, Utility Services

Job Description

JOB INFORMATION

Job Code	NB25
Job Description Title	Supv, Utility Services
Pay Grade	ST16
Range Minimum	$62,020
33rd %	$76,490
Range Midpoint	$83,730
67th %	$90,960
Range Maximum	$105,430
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Utilities

JOB SUMMARY

Supervises and manages the operations of the water distribution system, gas distribution system, storm and sanitary sewer system, and cartography of the university's utility infrastructure.

RESPONSIBILITIES

- Coordinates with and advises engineers, project managers, and other utility personnel concerning decisions affecting the utility infrastructure.
- Develops budget recommendations and manages budgets.
- Writes equipment specifications.
- Supervises and manages service contracts and contractors.
- Directs and manages emergency response, maintenance inspection, and replacement activities for the natural gas, water, and sanitary sewer infrastructure systems.
- Supervises personnel performing cartography and quality assurance of all University utility infrastructure.
- Reviews all plans and specifications from architects/engineers on new construction and renovation of natural gas, water, sanitary, and storm sewer systems.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	High School Diploma or equivalent	and	6 years of	Experience in installation, maintenance, and repair of utility systems	

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 Department of Transportation regulations regarding natural gas, Environmental Protection Agency (EPA) and Alabama Department of Environmental Management (ADEM) regulations concerning domestic water, and national and local plumbing codes.	And
Basic knowledge in computing gas loads, water flows, and pressure.	And
Ability to interpret surveying/mapping/GPS standards.	And
Developed supervisory skills.	

MINIMUM LICENSES & CERTIFICATIONS

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

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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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 and distinguish colors.