AUBURN
Human Resources

Supv, Plant Operations

Job Description

JOB INFORMATION

Job Code	NB67
Job Description Title	Supv, Plant Operations
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

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Utilities

JOB SUMMARY

Supervises and leads the operations and maintenance efforts for the Chilled Water, Hot Water, and Steam Plant and associated infrastructure for Auburn University's main campus and the College of Veterinary Medicine. Responsible for leading a maintenance workforce of Plant Operations Technicians who must be adept in multiple skilled trades in order to maintain and efficiently operate the district energy systems that provide heating and cooling for the campus. Responsible for assuring all administrative aspects of Plant Operations are accomplished including personnel matters, budget, forecasting/execution, procurement, and contracted maintenance/repair. Provides technical expertise related to central plant configuration, operating capability, efficiency, and reliability.

RESPONSIBILITIES

- Ensures all work performed by technicians and contractors is completed in a safe, timely, and efficient manner and meets University standards and contract requirements. Communicates with subordinate staff to ensure policies and procedures are understood and maintained. Develops and implements instructions, procedures, and policies for work tasks.
- Plans, organizes, directs, and evaluates the day-to-day operations of the department by monitoring the performance levels of each Plant, ensuring reliability and optimal operational efficiency throughout campus. Ensures quality and timely responsiveness of assigned maintenance activities, including afterhours response to emergency calls.
- Provides leadership and supervision of the Plant Operations technicians (skilled in multi-trades) for the effective and efficient completion of all corrective and preventative maintenance work requirements. Corrective maintenance may include maintenance projects.
- Oversees work assignments to meet organizational goals and client deadlines in support of University, Facilities Management, and Utilities & Energy department guidelines and mission.
- Directly supervises assigned staff and participates in recruitment of staff positions. Writes and conducts employee performance evaluations, identifies development needs, and participates in resolving employee relations issues.
- Effectively communicates and coordinates support needs and system status with other Facilities departments, contractors, and clients. Communicates significant issues or events that could affect campus clients with management.
- Maintains records and documentation of work activities, supplies, and equipment. Assists in the development of procedures, operating instructions, and training for safe, accurate and quality work performance, and updates on project status.
- Performs design reviews and participates in design development/review activities for building projects and chilled water, hot water, and steam infrastructure. Provides recommendations for system modifications and expansions to meet changing load requirements of the campus. Inspects contractor-installed thermal system

RESPONSIBILITIES

	additions or modifications to ensure compliance with engineering designs, codes, and standards as well as Auburn University standards.
•	Uses the work management system to manage, plan, schedule, and document work activities.
•	Manages department budget and identifies areas of concern. Anticipates work activities and develops specifications, prepares purchase documents, and ensures proper procedures are followed.
•	Required to serve in an on-call status and remain work-ready when scheduled for an on-call period or rotation. Work-ready status requires an employee to return to the worksite within forty-five minutes while being physically and mentally unimpaired and fit for duty, able to safely perform all essential job functions with no risk to self, coworkers, students, public, or property.
•	Develops a culture of inclusion, diversity, and teamwork that manifests itself in a positive, accountable, and continuously improving work group.

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	10 years of	Experience in maintaining, repairing, and operating thermal distribution systems and associated support equipment. Experience leading a multifunctional technician workforce.	

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 maintenance and operations of thermal distribution systems and associated systems.	
Knowledge of electrical and mechanical equipment.	
Knowledge of working within a work order system and Microsoft office software and other computer and administrative tours.	
Ability to manage and motivate people.	
Ability to effectively communicate with customers and employees.	

MINIMUM LICENSES & CERTIFICATIONS

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