AUBURN
Human Resources

Dir, Utilities & Energy

Job Description

JOB INFORMATION

Job Code	NC69
Job Description Title	Dir, Utilities & Energy
Pay Grade	FM21
Range Minimum	$101,660
33rd %	$132,150
Range Midpoint	$147,400
67th %	$162,650
Range Maximum	$193,150
Exemption Status	Exempt
Approved Date:	7/29/2025 4:06:09 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Utilities

JOB SUMMARY

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

RESPONSIBILITIES

- Directs and manages the daily operations, maintenance and repair of all district energy plants and utility infrastructure distribution systems. This includes high-voltage electricity, domestic water, sanitary sewer, storm sewer, chilled water, hot water, natural gas, and steam.
- Directs and manages the maintenance of the utility systems to minimize utility outages and lessen impacts on university operations.
- Manages the annual operating budget for the Utilities & Energy department, to include, but not limited to, budget development, cost accounting, and fund expenditure. Provides estimates and tracking of utility expenditures, tracking of major projects, and prepares/provides input in Repair and Renovation prioritization for each fiscal year.
- Plans and coordinates with Planning, Design, & Construction and Infrastructure Consultants the design of on-campus utilities and negotiates and manages all utility contracts with utility providers.
- 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.
- Receives, investigates and resolves customer complaints to ensure the highest level of service is provided to the facilities.

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	Supervises others with full supervisory responsibility.

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	
Bachelor's Degree	Degree in Engineering, Building Science, or related field.	and	7 years of	Experience in utility plant and distribution systems management and operations.	

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

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	
	Professional Engineer License		Desired	Or
	NCARB Registered Architect		Desired	Or
	PMI Certified Project Management Professional		Desired	Or
	APPA Certified Educational Facilities Professional (CEFP)		Desired	Or
	Certified Energy Manager (CEM)		Desired	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.