AUBURN
Human Resources

Asst Dir, Utilities & Energy

Job Description

JOB INFORMATION

Job Code	NC83
Job Description Title	Asst Dir, Utilities & Energy
Pay Grade	FM20
Range Minimum	$90,360
33rd %	$117,470
Range Midpoint	$131,020
67th %	$144,580
Range Maximum	$171,690
Exemption Status	Exempt
Approved Date:	3/3/2026 10:37:07 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Utilities & Energy, this position provides strategic leadership for the day-to-day operations, maintenance, and continuous improvement of the University's Utilities & Energy systems. The Assistant Director ensures the safe, reliable, and efficient delivery of utilities to more than 250 campus facilities in support of the University's academic, research, and outreach mission. Oversees a primary functional portfolio (e.g., utility production plants, energy management, electrical distribution, or utility services) and works to ensure integrated planning, operational continuity, and leadership succession across all Utilities & Energy functions.

RESPONSIBILITIES

- Provides strategic and operational leadership for assigned Utilities & Energy functional portfolios, ensuring safe, reliable, and efficient operation of campus utility systems and infrastructure; serves as a departmental representative in campus-wide initiatives, project teams, and cross-functional coordination efforts to support integrated planning and execution.
- Provides operational leadership during all utility emergencies, system failures, and service outages by ensuring Assistant Director-level situational awareness and involvement appropriate to the scope and severity of the incident; serving as a primary or supporting operational lead as needed; and coordinating response activities, repair efforts, and stakeholder communication in coordination with the Director of Utilities & Energy to ensure campus operational continuity and safety.
- Leads system lifecycle management for assigned utility infrastructure, including planning, condition assessment, preventative, predictive, and corrective maintenance, and reinvestment strategies; utilizes infrastructure condition assessments to prioritize repair, renewal, and long-term sustainability initiatives.
- Leads preventative, predictive, and corrective maintenance programs, including work planning, scheduling, contract management, and vendor performance oversight to ensure high levels of system reliability, efficiency, and resilience.
- Establishes, monitors, and reports key performance indicators (KPIs) related to system reliability, energy efficiency, safety, and staff performance; uses performance data to guide operational decisions, capital planning, reinvestment strategies, and continuous improvement initiatives.
- Provides Utilities & Energy leadership during the design development, construction administration, and commissioning of new construction and renovation projects; ensures compliance with utility standards, operational requirements, and effective integration into existing campus utility systems, in coordination with the Director of Utilities & Energy and Planning, Design, & Construction.
- Leads and develops assigned staff through recruitment, coaching, performance management, and professional development; enforces departmental safety programs and regulatory compliance; fosters a culture of technical excellence, accountability, and inclusion; and manages assigned operating budgets for labor, materials, and contracted services within approved limits.

RESPONSIBILITIES

- 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.

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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	
Bachelor's Degree	with no specific discipline. Degree in Mechanical, Electrical, Civil, or Industrial Engineering, Engineering Technology, Building Science, or Construction Management is preferred.	and	7 years of	experience in the operation, maintenance, and management of large-scale, complex utility production and/or distribution systems. At least three (3) years of experience must be in a supervisory or management role within a mission-critical operating environment (e.g., higher education, healthcare, industrial, or similar facilities).	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of central energy plant operations, thermal energy distribution, or high-voltage electrical systems.	
Proven ability to manage complex operating budgets and large-scale service contracts.	
Strong communication skills with the ability to translate technical system data for non-technical university stakeholders.	
Expertise in safety regulatory compliance and the implementation of departmental safety programs.	

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			50 lbs
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.