AUBURN
Human Resources

Spec IV, Energy Management

Job Description

JOB INFORMATION

Job Code	NC94D
Job Description Title	Spec IV, Energy Management
Pay Grade	FM16
Range Minimum	$60,590
33rd %	$74,730
Range Midpoint	$81,800
67th %	$88,870
Range Maximum	$103,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/8/2014

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Supports Auburn University's energy management and conservation initiatives and programs through optimization of campus building systems.

RESPONSIBILITIES

- Supports new commissioning efforts by performing design reviews, report reviews, and item follow-up to ensure that new systems are started efficiently.
- Performs Building Automation System (BAS) programming to implement energy management strategies.
- Performs Test and Balance functions to evaluate the current condition of buildings in support of the Continuous and Retro-Commissioning efforts.
- Uses predictive maintenance techniques in the analysis of buildings.
- Develops reports from analysis of buildings for distribution to appropriate Auburn University personnel.
- Performs minor repair activities on building components during commissioning projects to aid in the efficiency of buildings.
- Performs troubleshooting activities to improve building performance and aid Auburn University personnel in completing root-cause analysis functions.
- Performs training of building systems to aid maintenance personnel in developing skill levels.
- Performs minor retrofits that will result in energy savings or building operation improvements.
- Monitors and analyzes results of improvement projects to illustrate outcomes to upper managements.
- Utilizes building modeling software to construct and maintain models for system analysis during Retro-Commissioning efforts.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.	and	8 years of	Experience in energy conservation practices	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
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 LICENSES & CERTIFICATIONS

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

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.