
Auburn University Job Description

Job Title: **Supv, Utility Services**

Job Family: No Family

Job Code: **NB25**

Grade ST16 \$54,100 - \$92,000

FLSA status: Non-exempt

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.

Essential Functions

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

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	6	Experience in installation, maintenance, and repair of utility systems

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

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. Basic knowledge in computing gas loads, water flows, and pressure. Ability to interpret surveying/mapping/GPS standards. Developed supervisory skills.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires standing, sitting, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/5/2012
