
Auburn University Job Description

Job Title: **Supv, Plant Operations**

Job Family: No Family

Job Code: **NB67**

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

FLSA status: Non-exempt

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.

Essential Functions

1. 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.
 2. 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.
 3. 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.
 4. Oversees work assignments to meet organizational goals and client deadlines in support of University, Facilities Management, and Utilities & Energy department guidelines and mission.
 5. 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.
 6. 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.
 7. 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.
 8. 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 additions or modifications to ensure compliance with engineering designs, codes, and standards as well as Auburn University standards.
 9. Uses the work management system to manage, plan, schedule, and document work activities.
 10. Manages department budget and identifies areas of concern. Anticipates work activities and develops specifications, prepares purchase documents, and ensures proper procedures are
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followed.

11. Required to serve in an on-call status and remain work-ready when scheduled for an o-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.
12. Develops a culture of inclusion, diversity, and teamwork that manifests itself in a positive, accountable, and continuously improving work group.

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.)	10	Experience in maintaining, repairing, and operating thermal distribution systems and associated support equipment. Experience leading a multifunctional technician workforce. Ability to manage and motivate people. Ability to effectively communicate with customers and employees.

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 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.

Certification or Licensure Requirements

Valid Driver License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, talking, hearing, .

Job occasionally requires sitting, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/9/2022
