
Auburn University Job Description

Job Title:	Mgr, Utilities	Job Family:	No Family
Job Code:	NC28	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Manages the Utilities Department and Water Treatment Department, which include district water and steam plants, primary electrical substations, the campus distribution system, domestic water, natural gas, sanitary/storm sewer systems, all underground distribution systems, and utility records.

Essential Functions

1. Manages the daily operations and maintenance of all district energy plants and their distribution systems, as well as Utility Services and Water Treatment units.
2. Develops and oversees daily operating budgets for the utilities department.
3. Prepares, directs, and manages technical specifications/contracts for outsourced services and administers contracts as it relates to the overall operation and maintenance of utilities.
4. Prepares and submits contracts and/or reports required by the State and regulatory agencies.
5. Records, analyzes, and maintains all energy consumption data for billing, energy studies, EPA reporting (Synthetic Minor Emissions Permit) and energy load estimations for infrastructure expansion recommendations.
6. Reviews all plans and specifications from architects/engineers on new construction and renovation of buildings and utility systems with special emphasis on plumbing, mechanical, electrical, and utility systems.
7. Communicates and participates with utility infrastructure and consulting engineers and construction managers for the proper design and installation of utilities.
8. Assists energy manager in developing and implementing energy strategies.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Four-year college degree	Degree in Mechanical Engineering, Electrical Engineering, or related field
Experience (yrs.)	5	Experience in engineering economy and mechanical and electrical engineering

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 state and federal contract guidelines, and Occupational Safety and Health Codes (OSHA). Skill in reading and interpreting construction specifications.

Certification or Licensure Requirements

None Required.

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.

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 sitting, reaching, talking, hearing, .

Job occasionally requires standing, walking, climbing or balancing, 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, ability to distinguish colors.

Date: 1/4/2012
