



JOB INFORMATION

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| Job Code | NC69 |
| Job Description Title | Dir, Utilities & Energy |
| Pay Grade | FM21 |
| Range Minimum | \$99,160 |
| 33rd % | \$128,910 |
| Range Midpoint | \$143,790 |
| 67th % | \$158,660 |
| Range Maximum | \$188,410 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 3/14/2014 |

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Directs and manages the daily operations of the University's Utilities and Energy operations, including the Energy Management program.

RESPONSIBILITIES

- Directs and manages the daily operations, maintenance and repair of all district energy plants and distribution systems, as well as Utility Services and Water Treatment units.
- Directs and manages utility outages to ensure proper system maintenance while minimizing impact on University operations.
- Manages the annual operating budget development process for the Utilities division, as well as oversees cost accounting and funds expenditures, provides cost estimates on utility expenditures and major projects and prepares and provides input in the deferred maintenance budget for each fiscal year.
- Plan and coordinate the design of on-campus utilities and negotiate and manage all utility contracts with utility providers.
- Coordinates and assists design architects and engineers in the planning and design of new facilities and utility systems on campus.
- Oversees the University's Energy management program to include developing and implementing policies, procedures and processes to increase the efficiency and effectiveness of utilities and building energy operations, recording, analyzing and maintaining all energy consumption data, as well as preparing and submitting contracts and/or reports required by state and regulatory agencies.
- Receives, investigates and resolves customer complaints to ensure the highest level of service is provided to the facilities.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
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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 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 | Degree in Engineering, Building Science, or related field. | And | 7 years of | Experience in utility plant and distribution systems management and operations. | |

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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of utility and distribution systems operations and energy management practices, Federal and State regulations, public law associated with utilities and facilities operations and OSHA regulations.

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 | | | | | |
| 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 | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

Vision Requirements:

Ability to see information in print and/or electronically.