
Auburn University Job Description

Job Title:	Spec, Utilities Records	Level I	Grade 26 \$18,400 - \$30,600
Job Code:	NB66	Level II	Grade 27 \$20,300 - \$33,800
FLSA status:	Non-exempt		

Job Summary

Collects, maintains and analyzes utility energy data, determines energy rates, maintains and oversees the utility meter maintenance program for the Facilities Division of Auburn University.

Essential Functions

1. Create and maintain a comprehensive system for storage and retrieval of energy data and energy related documents in hard copy and electronic form.
2. Analyzes energy data to determine annual energy costs for steam, water treatment, hot water and chilled water.
3. Retrieves and distributes energy data in requested forms to both Facility personnel and outside entities.
4. Performs research of historical correspondence, contract documents, statistical data, and other records to develop new or recommended changes to existing energy conservation policy and/or procedures.
5. Maintains working status of all utility meters through comparison analysis and troubleshooting and follow-up on repairs.
6. Assists in preparing requisitions for necessary equipment, material and supplies and assists in preparing equipment specifications.
7. Prepares and/or evaluates data on the quality of service or cost of energy to university utilities and its impact on internal utility customers.

Supervisory Responsibility

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

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills.	Follows detailed instructions and procedures.	High school diploma or equivalent.
II	Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.	Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent.

Level II High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in 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

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 1/5/2012
