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## Auburn University Job Description

Job Title:	<b>Supv, Plant Operations</b>	Job Family:	No Family
Job Code:	<b>NB67</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Non-exempt		

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### Job Summary

Provides day-to-day, on-site supervision for assigned personnel, service contractors for the utility and district energy plants and their distribution systems for Auburn University.

### Essential Functions

1. Plans, organizes, directs, and evaluates the day-to-day operations of the department by monitoring the performance levels of each plant ensuring optimal operational efficiency throughout campus.
2. Maintains underground fuel oil tank monitoring systems, building flow meters and primary control valves, and all plant dial and meter readings systems in accordance with Environmental Protection Agency regulations.
3. Reviews plans and coordinates projects for new construction for Plant Operations and other departments from architects, engineers, outside contractors, and state and federal agencies, and advises project managers on possible changes if needed.
4. Maintains and orders all inventory and supply levels to include chemicals, tools, equipment, and administrative materials required to maintain operations.
5. Responsible for implementing and monitoring all department safety programs, ensuring compliance of all assigned personnel.
6. Reviews all operational logs and equipment on a daily basis checking for accuracy and potential problems.
7. Maintains the water treatment program by performing scheduled testing ensuring optimal operational efficiency.
8. Maintains a predictive maintenance program on all equipment ensuring equipment is being properly serviced and maintained.
9. Reviews Plant Operations utility outages notifications and coordinates with contractors and the building managers to provide energy outages of the buildings and provide online supervision.
10. Documents plant operations and employee information and may develop, manage, and oversee departmental budget and write equipment specifications for new purchases.

### 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>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	6	Experience in maintaining, repairing, and operating water distribution 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 maintenance and operations of utilities and distribution systems. Developed supervisory skills.

#### Certification or Licensure Requirements

None Required.

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### 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: 1/11/2012

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