
Auburn University Job Description

Job Title:	Mgr, Energy	Job Family:	No Family
Job Code:	NC46	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Plans, organizes, and implements an Auburn University-wide energy management and conservation program.

Essential Functions

1. Provides technical review and assistance in contracting for purchased utilities, including electric, gas and water.
2. Interfaces with representatives of utility companies regarding services and programs available.
3. Provides assistance to utility and mechanical managers to optimize energy savings opportunities and develop efficient operation of buildings and utility plants.
4. Develops and implements energy conservation plans on campus to reduce overall consumption and costs, updating these measures at least annually.
5. Prepares an annual campus energy budget and assists in the preparation and monitoring of capital and operational budgets for utility expenditures.
6. Develops departmental short and long term energy goals and objectives for projects by analyzing strengths, weaknesses, opportunities and constraints to give direction in successfully meeting these goals.
7. Provides technical review of architectural plans and specifications regarding lighting, HVAC and controls of new and renovation designs to ensure energy efficiency.
8. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities on campus.

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	Four-year college degree	Degree in Building Science, Mechanical Engineering, Electrical Engineering, or related field
Experience (yrs.)	4	Experience in engineering and energy economics and practices

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of energy management and conservation strategies.

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.

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, sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires walking, reaching, 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.

Date: 1/4/2012
