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## Auburn University Job Description

Job Title: **Asst Dir, Utilities & Energy**

Job Family: No Family

Job Code: **NC83**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

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### Job Summary

Assists in the direction and management of the daily operations of the University's Utilities and Energy operations.

### Essential Functions

1. Assists in the management and oversight of the University's Energy Management program to include development of energy strategies, goals, milestones, and status tracking processes.
2. Provides leadership and oversight to the Electrical Distribution, Utility Services, Energy Engineering, and Energy Records areas of the Utilities and Energy department.
3. Oversees the preventative maintenance program of the Utilities and Energy department to include the planning and execution of all work, development and implementation of program improvements, and project reporting.
4. Assists in managing all deferred maintenance and major alterations and repair projects through the entire project process; ensures all projects are meeting established milestones to completion.
5. Assists in conducting facilities and equipment assessments and creates and maintains lists of all those with deficiencies, prioritized by severity, criticality, cost, and impact on operations.

### 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>	Four-year college degree	Degree in Engineering
<b>Experience (yrs.)</b>	7	Experience in utility and distribution systems operations and energy management 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 utility and distribution systems operations and energy management practices, Federal and State regulations, public law associated with utilities and facilities operations, and OSHA regulations

#### Certification or Licensure Requirements

Valid Driver's License

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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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, talking, hearing, .

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 6/15/2011

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