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## Auburn University Job Description

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

Job Family: No Family

Job Code: **NC83**

Grade FM19 \$77,600 - \$139,700

FLSA status: Exempt

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### Job Summary

Reporting to the Director of Utilities & Energy and working in conjunction with the Utilities Engineer serves as the leader of the day-to-day operations of the University's Utilities & Energy department. Serves as the leader of the Electrical Distribution and Utility Services groups for the Utilities & Energy directorate and supports the Facilities Management organization responsible for maintaining the associated utility infrastructure that serves over 250 campus facilities. This position plays a key role in ensuring the successful maintenance and operation of the campus utility systems to result in the reliable and efficient delivery of resources in support of the University's academic, research, and outreach mission.

### Essential Functions

1. Develops plans, programs, and processes to maintain the electrical distribution systems across campus. Develops key performance indicators to measure system reliability and provides data to forecast needed infrastructure improvements.
  2. Develops plans, programs, and processes to maintain the natural gas, domestic water, storm sewer, and sanitary sewer systems across campus. Develops key performance indicators to measure system reliability and provides data to forecast needed infrastructure improvements.
  3. Oversees the preventative maintenance program of the Electrical Distribution and Utility Services groups to include the planning and execution of all work, development and implementation of program improvements, and project reporting.
  4. Assists in managing projects (R&R, Major Alterations and Repair, etc.) through the entire project process. Ensures all projects are meeting established milestones to completion.
  5. Serves as lead for day-to-day oversight of Utilities & Energy activities.
  6. Serves as lead for Utilities & Energy in all construction projects on campus.
  7. 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.
  8. Develops and manages assigned operating budget to ensure labor, material, overtime, and contract expenditures are maintained as allowed.
  9. Participates in design development and review of plans for new construction projects to uphold utility installation and building energy systems standards.
  10. Assesses and enforces the safety programs as required to ensure the safety of employees in all areas.
  11. Ensures the professional growth of each direct report/team member through performance coaching, goal setting, and routine talent development dialogue ensuring scheduling and attendance at training and educational opportunities. Develops a culture of inclusion, diversity, and teamwork that manifests itself in a positive, accountable, and continuously improving work group.
  12. Manages assigned staff and participates in recruitment of positions. Writes and conducts employee performance evaluations, identifies development needs, and participates in resolving employee relations issues.
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May perform other related duties as assigned.

### **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 mechanical, plumbing, maintenance, and electrical engineering practices, blueprint reading, construction practices, and computer applications such as web-based work order system and Microsoft Office software. Must have above-average customer service skills and high-level verbal (and written) communication skills.

#### 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: 11/14/2022

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