
Auburn University Job Description

Job Title:	Spec, Energy Management	Level I	Grade 32 \$35,000 - \$58,400
Job Code:	NC94	Level II	Grade 33 \$39,300 - \$65,500
FLSA status:	Exempt	Level III	Grade 34 \$45,100 - \$75,100
		Level IV	Grade 35 \$51,900 - \$86,400

Job Summary

Supports Auburn University's energy management and conservation initiatives and programs through optimization of campus building systems.

Essential Functions

1. Supports new commissioning efforts by performing design reviews, report reviews, and item follow-up to ensure that new systems are started efficiently.
2. Performs Building Automation System (BAS) programming to implement energy management strategies.
3. Performs Test and Balance functions to evaluate the current condition of buildings in support of the Continuous and Retro-Commissioning efforts.
4. Uses predictive maintenance techniques in the analysis of buildings.
5. Develops reports from analysis of buildings for distribution to appropriate Auburn University personnel.
6. Performs minor repair activities on building components during commissioning projects to aid in the efficiency of buildings.
7. Performs troubleshooting activities to improve building performance and aid Auburn University personnel in completing root-cause analysis functions.
8. Performs training of building systems to aid maintenance personnel in developing skill levels.
9. Performs minor retrofits that will result in energy savings or building operation improvements.
10. Monitors and analyzes results of improvement projects to illustrate outcomes to upper managements.

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	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position with 2 years experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelors degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.
IV	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments. Also possesses strong knowledge of related fields, processes, policies or areas of operation which affect, or are affected by, own area.	Bachelors degree in discipline appropriate to position plus 8 years experience. 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** Bachelors degree in discipline appropriate to position with 2 years experience.
- Level II** Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelors degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** Bachelors degree in discipline appropriate to position plus 8 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Building Science, Engineering, or related field

Focus of Experience

Experience in energy conservation practices

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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.

Certification or Licensure Requirements:

Certified Energy Manager (CEM) designation required for Level IV.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, stooping/kneeling/crouching/crawling, talking, hearing.

Job occasionally requires reaching, climbing or balancing, handling objects with hands, and lifting up to 25 pounds.

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

Date: 7/8/2014
