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## Auburn University Job Description

Job Title:	<b>Supt, Plant Operations</b>	Job Family:	No Family
Job Code:	<b>NC55</b>	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

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### Job Summary

Provides departmental supervision for assigned personnel and all utility operations and distribution systems on Auburn University.

### Essential Functions

1. Plans, organizes, directs, and evaluates repair activities as they relate to the maintenance and operation of the District Energy plants throughout campus.
2. Coordinates projects with other departments within Facilities, outside contractors, state and federal agencies/monitoring officials, and other governmental jurisdictions and/or authorities.
3. Maintains major operating systems through daily analysis of operating logs (chemical and equipment), Metasys Energy Management System and PM test results.
4. Maintains all inventory and supplies to include chemicals, tools, equipment and administrative materials required to maintain operations.
5. Assists in the development of policies and procedures designed to increase the effectiveness and efficiency of plant operations.
6. Reviews all plans and specifications on any construction or renovation of the university chilled water, hot water, and steam plant facilities.
7. Researches and writes equipment specifications that pertain to plant operations.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>	7	Experience in mechanical maintenance practices

### 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.

### 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.

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, handling objects with hands, .

Job occasionally requires sitting, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/5/2012

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