



**JOB INFORMATION**

Job Code	NC83
Job Description Title	Asst Dir, Utilities & Energy
Pay Grade	FM20
Range Minimum	\$89,030
33rd %	\$115,740
Range Midpoint	\$129,090
67th %	\$142,440
Range Maximum	\$169,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/14/2022

**JOB FAMILY AND FUNCTION**

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Utilities

**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.

**RESPONSIBILITIES**

- 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.
- 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.
- 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.
- 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.
- Serves as lead for day-to-day oversight of Utilities & Energy activities.
- Serves as lead for Utilities & Energy in all construction projects on campus.
- 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.
- Develops and manages assigned operating budget to ensure labor, material, overtime, and contract expenditures are maintained as allowed.
- Participates in design development and review of plans for new construction projects to uphold utility installation and building energy systems standards.
- Assesses and enforces the safety programs as required to ensure the safety of employees in all areas.
- 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.

## RESPONSIBILITIES

- 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.
- May perform other related duties as assigned.

## SUPERVISORY RESPONSIBILITIES

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.
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## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Engineering	And	7 years of	Experience in utility and distribution systems operations and energy management practices.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

### Vision Requirements:

Ability to see information in print and/or electronically.