



Job Title	Director, Energy and Utilities I, II	Job Code	FS0427, FS0439
Pay Plan	A&P	Pay Grade	22, 23
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	0
		Subfamily	Facilities Administration

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Facilities Administration Professionals involve the executive leadership of the various units within the Facilities areas.

Job Summary

Supervises control technicians who respond to heat and air conditioning issues on campus. Provides mechanical engineering support to other facilities staff and projects.

Representative Duties

1. HVAC, Utilities, and Controls Maintenance

- Plans, organizes, and coordinates the operation and maintenance activities on- and off-campus for HVAC/utilities/controls
- Serves as a project lead/manager on complex HVAC projects, supervises technicians, provides input about their performance
- Provides HVAC support and serves as principle advisor concerning methods and procedures for maintenance of these systems
- Develops policies, and plans, directs, and implements programs for preventative maintenance, repairs, alterations, and minor construction for HVAC/utilities/controls

2. Administrative Duties

- Provides technical data and services to the HVAC/utilities/controls and other departments
- Analyzes job and overhead costs and changes methods and procedures as necessary to improve efficiency
- Evaluates condition of HVAC/utilities/controls, and recommends and initiates work orders
- Makes frequent field trips to monitor the progress of jobs
- Directs and manages major shifts of resources to meet deadlines
- Prepares estimates for preventative maintenance work orders, and issues and oversees them to completion, keeping jobs on schedule and within budget
- Provides remedial action when necessary
- Develops and implements job and work standards and procedures for inspection, workmanship, performance, productivity, and safety

3. Design Work

- Participates in capital and minor project design work that includes design phases, kick off meetings, owner-architect-contractor meetings, and owner training

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 8+ years of relevant work experience
- 3+ years of leadership experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 9+ years of relevant work experience
- 4+ years of leadership experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices
- Work is closely supervised
- Problems faced are not typically difficult or complex
- May influence other within the job area through explanation of facts, policies, and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.