



Job Title	Manager, Utilities Production	Job Code	FS0431
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		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 provide leadership to various units within the Facilities area.

Job Summary

Responsible for all aspects of managing the daily functions and operation necessary to maintain the universities utilities capacity demand.

Representative Duties

1.
 - Performs inspections, cost estimates, preparation of annual budget, project planning and supervision of personnel
 - Prepares bid packages for projects and equipment purchase
 - Participates in design review and construction coordination for plants
 - Provides employee skill requirements, manpower forecasting, safety, scheduling and supervision
 - Responsible for compliance of State and Local regulations
 - Monitors plants and assists operators with planned outages
 - Track mechanics estimated hours and ensures all performed work and parts utilized completely documented in data collection system
 - Create custom reports via computerized maintenance management system

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

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.