Classification Specification for Unclassified Service

Title: Assistant Director Utility Plant

Pay Scale Group: 20-1

Essential Function

Under general supervision from a designated administrator, assist with the administration and direction of the Universities Utility Plant Operations. The Utility Plant includes the Central Utility Plant and the East Utility Plant that serve all of UC's buildings and six hospitals.

Characteristic Duties

Assist with development, implementation and administration of goals to achieve strategic objectives; assume management responsibility for a wide range of projects/tasks associated with utility plant distribution and production management.

Oversee activities related to the utility plant as it relates to engineering design and operational aspects of each building system and communicates deficiencies including shut-downs and managing security and risk. Monitor the allocation of building systems capability to various clients.

Assist with development and implementation of technical enhancement to improve building operations and identifies equipment which may require replacement or reconditioning resulting in university investment; works closely with other units in the review of design documents, specifications, and plans including code compliance, installation, and maintenance and repairs procedures for electric production, steam production, chilled water production, and thermal energy storage.

Assist in developing internal policies, procedures, records, controls, and manage processes for the plant management function; assist in the organization and management of administrative functions of the department including budget control, team productivity, quality assurance, purchasing and inventory control; may be responsible for collaborating efforts with administrative units (i.e., Facilities, Campus Planning, Purchasing, General Council, etc.) and external business partners; consult with Director on major policy changes affecting other departments.

Prepare reports, disseminate/interpret information, provide advice, write proposals, deliver presentations, construct contractual agreements, and ensure that all programs and services comply with university, state and federal regulations. Serve on various university, division and departmental committees and may represent the department at various state and national associations; may function for the Director or Associate Director in his/her absence, as required.

Assist with administrative leadership and supervision to exempt and non-exempt staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.

Perform related duties based on departmental need.

Updated 11-4-14
Minimum Qualifications

Bachelor's degree with five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Experience must be in plant operations and management; experience may also require at least three (3) years supervision. A current EPA Refrigeration Certification and a Third Class Stationary Engineer License are required.