Title: Executive Director, Utility Services

Pay Scale Group 99-1

Essential Function

Under general supervision from a designated administrator, direct the day-to-day operations of utilities for the University.

Characteristic Duties

Develop long- and short-term strategic plans of the department; document and quantify progress toward goals and objectives.

Maintain current knowledge of emerging technology and its impact on department goals and objectives. Implement processes that take advantage of technology;

Prepare reports;

Review policies and procedures to identify their effectiveness and implement improvements;

Keep abreast of trends in energy supply and demand. Manage energy costs;

Oversee environmental compliance activities of the department;

Develop and manage department budget and approve expenditures;

Maintain liaison with federal, state and local regulatory agencies and local utility companies;

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.);

Perform related duties based on departmental need.

Minimum Qualifications

Master's degree with five (5) years’ experience; -OR- Bachelor's degree with seven (7) years’ experience; -OR- Associate's degree with nine (9) experience; -OR- eleven (11) years’ experience. Degree must be in engineering or related field with experience in operations of a utility plant. Experience must include at least three (3) years supervision.