Title: Utility Plant Manager, Sr.

Pay Scale Group: 19

Essential Function

Under general supervision from a designated administrator, act as a senior manager for campus utility plants.

Characteristic Duties

- Provide daily direction of campus utility plants.
- Responsible for purchasing function for both utility plants and budget inquiries, including electrical and underground utilities.
- Serve as a senior manager for long range capital planning and preparation of long range utilities needs.
- Participate in utility project meetings with engineers and architects.
- Assist in recommending and selecting equipment upgrades.
- Liaison with customer offices concerning shutdowns, scheduling, problems, outages, etc.
- Schedule outages, inspections and report as required by law.
- Maintain inventory and enforce vendor contracts and service agreements.
- Evaluate programs and services and recommend changes, improvements and upgrades.
- Maintain records and prepare documents for billing, specifications, capital equipment requests, etc.
- 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

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Experience must include at least three (3) years supervisory experience. A current EPA Refrigeration Certification and a Third Class Stationary Engineer License are required.

Last updated: February 2004