



**Family: Facilities and Operations**

**Level: AM6**

**Position Profile Title: Supervisor-Energy Ops**

Salary Grade	Minimum	Midpoint	Maximum
7	\$72,216	\$99,336	\$126,456

**PROFILE SUMMARY:**

Positions in this job profile are responsible for the fabrication, installation, testing, maintenance, and repair of energy operations for the university. They supervise staff while actively performing daily activities and tasks that support the function or department. Position requires specialized training or licensure in the particular area of expertise.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristic of the Supervisor-Energy Ops profile are the responsibilities to actively perform the activities of the positions they also supervise. Positions provide supervision and participate in the day-to-day operation of fabrication, installation, testing, maintenance, and repair of energy operations for university wide facilities.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Oversees the day-to-day operations for the energy center operations and Energy Management Systems, including completion of scheduled, corrective, and predictive maintenance activities, assigning and performing work received through customer requests.
2. Completes State and Federal permits and administrative reports, including equipment inventory, production, and consumption reporting.
3. Provides technical advice of the energy center operations and energy related requirements for new construction and existing buildings/structures.
4. Utilizes the Facilities Services computerized maintenance management system for receiving, tracking and completion of all work activities.
5. Ensures compliance with university policy, federal, state, and local laws, regulations, and industry standards.
6. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; your job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Entire University
- Functions Across the University
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Students/Parents



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**ACCOUNTABILITY:**

Results are defined by senior leadership, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Supervises work of classified employees, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff.

Monitors, informs, reports on budgets.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit and University Wide to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.

Collaborates and interacts within Dept/Unit to:

- Access and/or work with sensitive and/or confidential information.

**TYPICAL REQUIREMENTS:**

Bachelor's degree in Mechanical Engineering OR five years of equivalent work experience.

5 years of boiler or turbine experience.

A minimum of three years' experience required in supervision or lead work of boiler operators in a Heating Plant.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.