

Assistant Director, Utilities Operations

Job Code 50016715

General Description

Responsible for the activities of Operations Services, Maintenance Services, and Technical Services for the simultaneous production of steam, hot water, and chilled water from four primary campus thermal plants and various stand alone plants. Manage the utilities distribution systems for steam, hot water, chilled water, potable water, medium volume electricity, and the automation systems for the university campus.

Examples of Duties

Plan thermal system facilities and equipment for maximum energy resources, utilization and efficiency.

Coordinate operations and maintenance of electrical systems.

Manage the maintenance and operation of all high voltage electrical systems on campus.

Manage technicians, chiller operations, boiler operations, and mechanics.

Monitor preventative maintenance schedule of all thermal plant equipment.

Report to management regarding thermal plant and potable water system operations, schedules and issues.

Monitor plant emissions to ensure compliance with TCEQ Regulations and permits.

Communicate orally and in writing with the local energy company for instrumentation.

Supervise installation, operation, and maintenance of backup and emergency generator.

Participate in design review of construction projects.

Conduct performance testing.

Coordinate utility requirements and issues with Facilities Directors and Facility Maintenance Shop Supervisors.

Inspect completed installations of equipment and machinery to conform to design specifications.

Estimate labor, materials, equipment, and construction costs for projects.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Construction regulations and standards; federal and state laws regarding emissions, discharges, and safety; design parameters, machinery capabilities, heat rates, and safety testing procedures.

Skill in: Writing technical papers, specification procedures, and standards; effectively directing the work of others, dealing with regulatory agencies and establishing rapport with supervisors, subordinates, and associates; operation and maintenance of emergency generators, and piping modifications; system planning and testing; material tracking and plant operations.

Ability to: To read and understand blue prints, OEM manuals, technical papers, memos and letters; calculate heat rates, building costs, emission levels, fuel usage, and volumes; give technical presentations.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements