Utilities Analyst

Job Code 00001567

General Description
Act as the program administrator in charge of billing reconciliation, utility contracts and tariffs, and monitoring and analysis of facilities and installations for peak efficiency working out of the Physical Plant. Overall, ensure the efficient facilitation of the utility resources for Texas State University.

Example of Duties
Coordinates, conducts, monitor, and report Utility Services Program studies and make recommendations for equipment or services.
Implements solutions that are consistent with Texas State University and Texas Energy Policies.
Implement action plans, evaluation lists, and work orders to appropriate shop areas based on Utility Service Program goals, objectives, guidelines, policies, rules and regulations.
Develop reports, spreadsheets, financial analysis documents, and budget recommendations.
Prepare, review, and edits routine and special reports, budget request, cost analysis and technical correspondence to result in maximum performance and effectiveness of Utility Services Program.
Present departmental information to various personnel concerning utility and energy cost and consumption.
Use state-of-the-art software and hardware tools to direct, develop and evaluate solutions to Texas State University billing and energy consumption situations.

Knowledge, Skills, and Abilities
Knowledge of: State and federal regulations related to utility services management; applicable University rules, regulations, policies and preferred procedures; current utility services management practices procedures, methods, and techniques including modern equipment, contract services and efficient energy using devices

Skill in: Writing and preparing clear, concise, and grammatically correct reports, letters, proposals and recommendations regarding utility and energy issues; work as a team member on University Quality teams; interact courteously and professionally with vendors, contractors, staff, and the general public; establishing rapport with various clients; negotiating favorable contracts and business relationships with vendors and service providers; Problem Solving and Decision Making Skills that include but are not limited to: Determining from billing and energy data equipment malfunction or misapplication exist, evaluating trend data in water, electricity, or natural gas usage and deduce probable causes for inconsistencies; computers and computer applications (MS Word, Excel, PowerPoint, e-mail, and schedule); Public address

Ability to: Read, interpret and apply complex legal and technical documents; Compare and verify column numbers; Read and understand blueprints and schematics; read and understand
charts, graphs, and specifications; use and understand energy formulas and equations to calculate efficiency; use and understand the basics of geometry, statistics, and applied formulas

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

**Other Requirements**