



Job Specification

Job Title: Manager, Energy Conservation and Utilities
BCAT Code: 450X AP
Pay Grade: G17

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides engineering, technical, managerial and administrative services to ensure the effective and timely accomplishments of the Physical Plant Department.

Examples of Duties

- Directs the utility tracking, analysis, and reporting function.
- Monitors the University's utility budget.
- Develops, administers, and oversees the contract management program for engineering/consulting contracts, maintenance/repair contracts, and service contracts.
- Develops project feasibility studies, budget estimates and construction documents.
- Develops and write specifications from consulting, repair and maintenance contracts.
- Develops and writes quality assurance/quality control plans foe service contracts.
- Evaluates bids and proposals for technical merit and adherence to bid specifications in coordination with the University purchasing department.
- Ensure contractors operations conform to contract specifications and applicable codes.
- Manages project costs and recommend payment action for contractors' invoices.
- Participates in the development and administration of the preventive maintenance program for building systems and equipment.
- Identifies and analyzes building systems for problems and required maintenance.
- Provides engineering and technical support to solve building system problems.
- Reviews and evaluates specifications and drawings for the installation of new equipment and building system modifications.
- Represents the Physical Plant and University in meeting and matters concerning campus wide maintenance and system modifications.

Knowledge, Skills and Abilities

- Demonstrated knowledge of building mechanical and HVAC systems in high rise buildings.
- Knowledge of design and operation of building mechanical systems.
- Knowledge of electronic Energy Management Systems (EMS).
- Knowledge of safety and risk management procedures used on a building maintenance setting.
- Knowledge of design review and recommendation procedures.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Proficiency in word, spreadsheets and database programs.

Minimum GSU Hiring Standards

Bachelor's degree in Engineering or related field and two years of supervisory/managerial experience; or a bachelor's degree and four years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.