**Assistant Director, Utilities Services Standard Job Description**

**Classification Title:** Assistant Director, Utilities Services

**FLSA Exemption Status:** Exempt

**Pay Grade:** 19

**Job Description Summary:**

The Assistant Director, Utilities Services, under general direction, leading and managing assigned utility service operations, systems and programs.

**Essential Duties and Tasks:**

**30% Leadership**

* Leads and manages assigned utility service operations, systems and programs. May require driving a university vehicle to various locations on or off campus.
* Supervises assigned staff.
* Provides leadership for department along with and in the absence of Director.
* Represents the department, division or university on various committees.
* Serves on department’s leadership team.

**30% Development**

* Participates in developing departmental strategic plan based on unit goals; plans budgets for assigned areas of responsibility and assists Director in planning and budgeting for department.
* Monitors compliance with all unit, department, university and government standards, policies and procedures; develops reports, analyses and surveys as requested by Director.
* Provides technical and management support for System level energy programs by identifying and developing relationships with other System Member personnel and sharing best practices.
* Develops and leads a first response system to campus HVAC related issue system.

**20% Customer Service**

* Ensures that communications to customers both internal and external to the organization are responsive, respectful, professional, and solutions oriented.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Six years of related experience in utility systems including project management, engineering analysis and design, professional services and construction contracting, construction and operation of utility systems, and regulatory compliance, including related supervisory experience.

**Required Licenses and Certifications:**

* Valid Class “C” driver’s license or ability to obtain one within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet, and database applications
* Excellent verbal and written communication skills.
* Knowledge of EPA & TCEQ regulatory processes, monitoring or managing of. environmental regulatory issues including permitting, reporting and record-keeping.

**Machines and Equipment:**

* General Office Equipment
* Vehicle

**Physical Requirements:**

* Ability to move (light, moderate, or heavy) objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**