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

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

**FLSA Exemption Status:**Exempt

**Pay Grade:** 16

**Minimum Pay:** $115,625.50

**Job Description Summary:**

The Assistant Manager, under direction of a Manager, performs managerial work administering the daily operations and activities of a Utilities Service Unit

**Essential Duties and Responsibilities:**

**35%: Supervisory**

* Assists with the managing of activities for a Utilities Service Unit, which may require driving a university vehicle to various locations on and off campus.
* Assists with organizing, supervising, providing direction and training subordinates.
* Assists to manage employee performance to ensure the success of the operating team.
* Contributes to a safe work environment by reporting accidents and unsafe working conditions, uses proper personal protective equipment, follows safety procedures outlined in Material Safety Data Sheets, and participates in safety training.
* Assists manager with providing guidance, leadership, and supervision for department staff.
* Ensures schedules are maintained and work proceeds in accordance with requirements and customer expectations.

**25%: Planning**

* Assists with review and evaluation of plant and unit performance to ensure that services are performing to safety/environmental, reliability and efficiency targets.
* Assists with continuous improvement initiatives.
* Represents the department at meetings around campus.
* This may require driving a university vehicle to various UES locations on and off campus.

**20%: Administrative**

* Monitors unit’s budget and assists in the preparation of the annual budget and long-range planning activities for the Utilities service unit.
* Develops schedules, priorities, and standards for achieving goals.
* Develops and monitors performance metrics for the Utilities Service Unit.

**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:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience to include some supervisory experience in one or more of the following areas: project management, engineering analysis and design, professional services and construction contracting, construction and operation of utility or control systems, or regulatory compliance.

**Required Licenses and Certifications:**

* Valid Texas driver’s license or the ability to obtain within 30 days of employment and is subject to yearly Motor Vehicle Record/driver license checks.

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

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* University vehicle
* Computer

**Physical Requirements:**

* May be required to lift 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 policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**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**