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

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

**FLSA Exemption Status:** Exempt

**Pay Grade:** 20

**Job Description Summary:**

The Associate Director, Utilities Services, under general direction, oversees the management of assigned utility service operations, systems and programs.

**Essential Duties and Tasks:**

**50% Strategic Planning**

* Leads strategic planning for area(s) supervised and assists Director in developing and implementing overall departmental strategic plan.
* Responsible for annual budget preparation and expense control for assigned area(s) and provides input into overall department budget.
* Assists Director in formulating and implementing policies and procedures.
* Assures compliance with all unit, department, university and government standards, policies and procedures; develops reports, analyses and surveys for Director.
* Reviews and provides feedback and recommendations for capital projects.
* Provides planning and coordination for capital improvements needed for systems.

**30% Leadership**

* Oversees the management of assigned utility service operations, systems and programs.
* Supervises assigned staff.
* Provides leadership for department along with and in the absence of Director including making key administrative decisions.

**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.
* Eight 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?**

[x]  **Yes**

[ ]  **No**