**Senior Utility Plant Operations Coordinator Standard Job Description**

**Classification Title:** Senior Utility Plant Operations Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Minimum Pay:** $102,148.75

**Job Description Summary:**

The Senior Utility Plant Operations Coordinator, under direction, is responsible for reviewing, identifying, and updating plant procedures, processes, and training opportunities to maintain utility plant operating standards at or above industry standards and for providing oversight and indirect supervision of staff. Coordinates necessary work between teams and provides technical training, orientation, and indirect supervision for plant personnel.

**Essential Duties and Tasks:**

**40% Standard Operating Procedures and Training**

* Composes and updates Standard Operating Procedures (SOPs) for effective operation of the Utility Plants.
* Provides oversight, training, and indirect supervision to personnel to ensure SOPs are well established, communicated clearly, understood, and consistently followed.
* Provides technical and hands-on training for operators and other plant personnel.

**20% Equipment and Operational Coordination**

* Assists with oversight and coordination of new equipment startup and implementation of capital improvements.
* Coordinates with operations and maintenance groups to establish effective work schedules and ensure optimal plant performance.
* Acts as the primary coordinator to ensure effective coordination between shifts to maintain consistent and smooth operation.

**10% Process Analysis and Improvement Recommendations**

* Analyzes existing plant operational processes and researches industry standards to identify and recommend ways to improve plant operating safety, reliability, and efficiency.
* Identifies and recommends opportunities for quality control enhancements to improve levels of safety, reliability, and efficiency.

**10% Supervisory and Backup Support**

* Provides backup supervisory oversight when needed and/or fills in on shift as a Lead Operator.
* Analyzes existing plant and distribution maintenance scope, scheduling, and costs; recommends changes or enhancements after evaluating best practices and industry standards.

**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 or equivalent combination of education and experience.
* Six years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Ability to read and comprehend written and oral instructions.
* Ability to train, coach, and mentor others in plant operations and standard operating procedures.

**Machines and Equipment:**

* Computer

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders and stand for extended periods of time.

**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**