

Facilities Job Function

Utility Services Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Utilities Manager I	Bachelor's degree or equivalent 5+ years of relevant utilities experience Mechanical trade license required	<ul style="list-style-type: none"> • Responsible for the overall energy and utility maintenance • Provides recommendations, work proposals, quotations and cost estimates • Analyzes energy consumption • Recommends changes for reduction in consumption • Manages all aspects of service contracts • Assures compliance with all contractual provisions and federal and state codes 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages a utility services function for a small sized facility or a large area within a medium facility</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion