

The University of Akron
Classification Specification

Job Title:	Energy Management Supt	Job Code:	45252
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	1/18;1/04;1/02

Job Summary:

Perform installations, programming, maintaining, troubleshooting, and repairing energy management computerized systems. Supervise student and union employees in related capacities.

Essential Functions:

25% Plan, implement, monitor, evaluate, and upgrade energy savings programs. Inspect and troubleshoot automation systems, equipment, and components to ensure serviceable condition. Identify and monitor necessary maintenance and repairs to equipment. Train faculty, staff and students in equipment use and operation.

25% Provide direction and supervision for all automation projects and work orders including scheduling work/employees, inspecting and approving employee's work, along with enforcing compliance with state and local safety procedures and codes. Participate in the recruiting process by interviewing prospective employees. Maintains employee records and conducts performance evaluations.

20% Design, program and implement new systems within the Building Automation Systems. Develop and enforce automation programming and graphics standards within all energy/utility related software programs. Coordinate construction projects/endeavors affecting energy management systems to ensure conformance with University standards. Consult with engineers and architects. Assist with planning, reviewing and selections of vendors, and adoption of specifications.

10% Assist in monitoring and maintaining related inventory.

10% Prepare and compile reports and maintains records.

10% Perform related duties as required.

Education:

Associate Degree or completion of Apprenticeship Program in designated field of work.

Licenses/Certifications/Requirements:

May be required to work overtime, call ins, emergencies and other schedules.

Experience:

Requires a minimum of 5 years experience in building energy automation and HVAC installation, maintenance, repair, and troubleshooting. Ability to train and provide effective supervision/work direction to other employees required. Ability to operate various equipment/tools and interpret blueprints, schematic diagrams and perform math associated with trade applications required. Working knowledge of safety practices and codes required. Ability to communicate effectively through both verbal and written communications required. Basic budgeting, problem-solving, and computer skills including word processing and relevant software capabilities required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.