Georgia State University

Job Specification

Job Title: Manager, Energy Conservation and Utilities

BCAT Code: 09NX07 Effective Date: April 1, 2007
Pay Grade: G17 FLSA Status: Exempt Revision Date: July 1, 2013

General Description
Provides engineering, technical, managerial and administrative services to ensure the effective and timely accomplishments of the Physical Plant Department (PPD) maintenance, repair and contract management.

Examples of Duties
- Directs the utility tracking, analysis, and reporting function.
- Monitors the University’s utility budget.
- Develops, administers, and oversees the contract management program for engineering or consulting contracts, maintenance, repair, and service contracts.
- Develops project feasibility studies, budget estimates and construction documents.
- Develops and writes specifications from consulting, repair and maintenance contracts.
- Develops and writes quality assurance or quality control plans for service contracts.
- Evaluates bids and proposals for technical merit and adherence to bid specifications in coordination with the University’s purchasing department.
- Ensures that contractor operations conform to contract specifications and applicable codes.
- Manages project costs and recommends the payment action for contractor invoices.
- Participates in the development and administration of the preventive maintenance program for building systems and equipment.
- Identifies and analyzes building systems for problems and required maintenance.
- Reviews and evaluates specifications and drawings for the installation of new equipment and building system modifications.
- Represents the Physical Plant and University in meeting and matters concerning campus wide maintenance and system modifications.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of building mechanical and HVAC systems in high rise buildings.
- Knowledge of design and operation of building mechanical systems.
- Knowledge of safety and risk management procedures used on a building maintenance setting.
- Knowledge of design review and recommendation procedures.
- Proficiency in word, spreadsheets and database programs.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in Engineering or related field and two years of related supervisory/managerial experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.