



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 03/08  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Assistant Director, Plant Utilities

### ***JOB SUMMARY***

Provides mechanical design and construction document review for new construction and renovations, utility projects relating to Central Plant, and campus infrastructure. Assists in the preparation of official solicitation documents, which include writing complex statements of work, specifications for in-house work, and equipment repairs and/or upgrades. Prepares utility cost analysis and utilization reports. Conducts bid reviews and recommends award. Oversees and coordinates testing, acceptance and inspection of HVAC equipment, strategic operations, and insures compliance with specifications and cost controls. Supervises the Denton Campus Central Plant and coordinates building, environmental, energy reduction, and operation strategies with Houston and Dallas. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Director of Physical Plant

*Supervises:* Denton Campus Central Plant

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Assists in long range planning for the physical development of University's utility infrastructure and environmental control systems.
- Assists in managing phases of project development and implementation relating to HVAC systems and controls.
- Participates in developing designs and/or technical data from customer specifications while assuring that various codes and University requirements are met.
- Establishes criteria and/or standards for the design and development of environmental comfort and automation control systems, assuring compatibility with existing engineered features and quality.

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- Coordinates, supervises, and reviews work of consultants engaged to serve the University relative to the development of Central Plant Utilities, building HVAC, and automation systems.
- Assists in preparing project budgets and maintains approved budgets through completion of the project.
- Oversees the operation of the Denton Campus Central Utilities Plant and building HVAC systems and advises management on coordinated monitoring of all campus locations.
- Establishes employee work schedules, conducts performance reviews, and assures adherence to safety protocols.
- Establishes goals and objectives for testing of software and hardware design.
- Establishes protocols for maintenance of control and automation systems, including installation, discontinuance, diagnosis and emergency repairs.
- Responsible for establishing job standards for subordinate staff and effectively evaluates staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

#### **ADDITIONAL DUTIES**

- Performs other duties as requested.

#### **EDUCATION**

Ninety (90) hours college credit and degree plan to graduate within three (3) semesters and ten (10) years work experience in a related field. Bachelor's degree in Mechanical or Electrical Engineering preferred. Specific certifications and licenses preferred.

#### **EXPERIENCE**

Four years of mechanical, electrical and plumbing systems operations, design, or construction management experience. Experience in scope of work, specifications, and proposal preparation, interpretation, and implementation. Four years of supervisory experience.

#### **REQUIREMENTS**

Valid driver's license issued by the State of Texas and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - *The following are essential:*

- Strong organizational, scheduling, cost estimating and control skills.
- Strong mechanical, electrical, electronic, and/or environmental control systems troubleshooting, programming and modeling.
- High aptitude relating to HVAC equipment, systems, and central utility plant operations.
- Experience in scope of work document, preparation/development of contracts, and requests for proposal or specification.
- Requires strong analytical, interpersonal, writing and critical thinking skills. PC and software skills in Microsoft Word, Excel
- Knowledge of complex and detailed technical contract language, policies, and procedures.
- Knowledge of federal, state, and local regulatory requirements.
- Ability to lift light to moderately heavy lifting up to 50 pounds.
- Subject to exposure to inclement weather and extended periods of walking, lifting, standing, good vision, and hearing. Mobility a must.
- Thorough knowledge of building automation, energy management, and HVAC systems.
- Field experience with startup and troubleshooting of commercial packaged HVAC systems preferred – must be comfortable with talking with experienced field personnel through troubleshooting and installation issues. Excellent verbal and written communication skills and professionalism in customer relations a must.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is occasionally required to climb stairs or ladders and scaffolding. The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed in a Plant environment. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective

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equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***