

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MANAGER, ENERGY PRODUCTION**

**Reports To:** Designated Supervisor

**UW Job Code:** 3041

**UW Job Family:** 62 – Crafts/Trades

**SOC Code:** 51-1011

**FLSA:** Exempt

**Pay Grade:** 25

**Date:** 7-1-02 (revised 7-19-02; 7-1-04; 7-1-08; 7-1-22)

**JOB PURPOSE:**

Supervise and coordinate the work of staff in the Central Energy Plant and West Campus Energy Plant within the UW Operations department, to meet the heating, air-conditioning and compressed air needs of the university campus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prioritize and schedule staff, maintenance, repair, or system modification in accordance with seasonal demands, plant needs and budget considerations, with the goal of efficient and uninterrupted operation.
- Instruct and/or assist in the safe, efficient and reliable operation of an industrial coal-fired, high-pressure steam generating and air-conditioning facility; remotely monitor and operate a condensing boiler plant and Thermal Energy Storage tank system; establish principles of operation in compliance with nationally recognized standards and equipment manufacturers' recommendations, preventive maintenance programs, and instruction and training of personnel to maintain standards and related equipment.
- Manage energy conservation; compile acceptance and performance tests on systems, specific fuels, and water chemistry to ensure compliance with specifications.
- Collect and prepare statistical data of power plant operating parameters, maintenance records, fuel consumption, and coal shipments within mandated Department of Environmental Quality operating permit parameters including coal specifications and emissions compliance.
- Inspect work of direct reports and ensure compliance to specifications, budget, and industry standards.
- Prepare operational and personnel budget recommendations and monitor expenditures.
- Maintain inventory records; order supplies, equipment and tools as needed.
- Employee relations duties including advocacy, counseling, conflict resolution, performance evaluation and recommendations for personnel actions.

- Maintain safe work area; ensure compliance with all safety regulations; respond to emergency situations at all hours.

#### **SUPPLEMENTAL FUNCTIONS:**

- Attend technical and management seminars; keep abreast of new developments in related fields.
- Participate in project design and implementation as needed.

#### **COMPETENCIES:**

- Quality Orientation
- Technical/Professional Knowledge
- Analysis/Problem Identification
- Integrity
- Communication
- Safety Awareness
- Delegating Responsibility

#### **MINIMUM QUALIFICATIONS:**

Education: **Vocational School, On-the-Job Experience, or Associate's Degree**

Experience: **9 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license.**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Energy conservation principles and practices.
- Construction drawings, blueprints, sketches, diagrams, and specifications.
- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials and equipment.
- Computer programs and software in use in the department or area.
- Applicable state and federal regulations and industry standards.
- Mechanical principles, concepts and theories.
- Electrical and electronic principles, concepts and theories.
- Chemistry and chemical reaction principles, concepts and theories.
- Coal-fired and gas-fired energy plants.
- Commercial chillers.
- Budgeting, cost estimating and fiscal management principles and procedures.
- Energy plant engineering and operations.
- Installation, repair and replacement of energy plant equipment.
- High temperature/pressure equipment and systems.
- Thermal Energy Storage system operation.
- Theory of instrumentation and control equipment.
- All applicable codes.

Skills and Abilities to:

- Plan, supervise, direct, and evaluate the work of skilled or semi-skilled employees.
- Maintain records, budgets, and prepare reports.
- Read, interpret and work from advanced sketches, blueprints, specifications, and construction drawings.
- Communicate effectively both orally and in writing.
- Determine labor, equipment, and material costs on projects.
- Manage projects to meet multiple and potentially conflicting timelines.
- Manage energy conservation.
- Maintain standards of energy plant operation within emission standards.
- Provide instruction and assist in the safe, efficient and reliable operation of energy plant equipment, controls, and systems.
- Perform inspections and make necessary adjustments.
- Interpret Central Energy Plant and West Campus Energy Plant operational data and make service decisions.
- Determine maintenance requirements for major systems within the Central Energy Plant and West Campus Energy Plant.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

Office environment; occasional exposure to heat, dust, noise, heights, and confined spaces; electrical, mechanical, fire, or chemical hazards, and hazards associated with the use of energy plant boiler equipment and power/manual tools. Routine travel to West Campus Satellite Plant.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.