

## UTILITIES ENGINEER\*

### **Function of Job:**

Under general direction of designated administrator, manage campus utilities systems and provide technical expertise/management direction for other energy/utilities systems on a college/university campus.

### **Characteristic Duties and Responsibilities:**

1. Manage assigned utilities including overseeing operations and maintaining and upgrading systems.
2. Provide engineering/management direction for the functioning of other utilities, such as the central heating plant, water supply treatment plant, electrical utility distribution systems and building utility systems, including HVAC systems and ammonia for ice arena.
3. Provide system review and engineering consultation to physical plant planning on campus for facilities planning, capital projects and renovations.
4. Provide up-to-date technical information on all utility systems and coordinate the development of project data and maintain record drawings.
5. Design mechanical systems for renovations/system upgrades (such as HVAC, water, etc.), prepare specifications cost estimating for bid and project manage, as required.
6. Organize and/or provide training to maintenance/technical staff.
7. Monitor energy consumption and develop ways to reduce use and costs.
8. Provide technical resources/field experiences for several constituent groups, such as town officials, faculty and students.
9. Supervise staff and contractors assigned to utilities and systems.
10. Stay current on federal and state regulations and coordinate compliance.
11. Maintain records and prepare reports on special utility projects.
12. Manage budgets and assist with bids and negotiations of contracts for assigned utilities/systems.
13. Attend seminars, meetings and workshops in order to remain informed of latest developments in utilities engineering.
14. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in Mechanical Engineering or related field and five years experience in utility systems design, upkeep and management.
2. Computer skills as required by department.
3. Supervisory skills.
4. Public relations skills.

### **Additional Desirable Qualifications:**

1. Registration as Professional Engineer.
2. Experience in a college/university environment.

8/28/00

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System Approval

7/10/00

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

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\* Revised - Original approved 9/4/79, revised 8/12/94 and 9/6/94.