

MANAGER, PLANT ENGINEERING AND ENERGY SERVICES

DEFINITION

Under general direction, plans, organizes, manages, administers, coordinates, and directs operations and activities involved in the energy efficient operation of the College's chilled water central plant, natural gas fired cogeneration plant, and thermal energy storage equipment; oversees the operation of various energy management systems; monitors daily usage of electricity and natural gas and prepares, interprets, and presents reports of energy usage; develops, monitors, and communicates effective energy saving strategies to the campus community, develops and manages energy savings projects and assists in the planning, design, and construction of new and modernized energy efficient buildings and infrastructure systems; provides highly complex and responsible support in areas of expertise. Acts as a primary responder to coordinate the emergency and after-hours response to urgent facility needs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management-level classification responsible for managing energy efficiency programs. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the assigned managerial personnel in a variety of areas. Successful performance of the work requires an extensive professional background, degreed Engineering education background, as well as, skill in coordinating programmatic work.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the operations and activities of the energy efficient operations of the College's chilled water central plant, natural gas fired cogeneration plant, thermal energy storage equipment, and other self-generation equipment as required.
2. Programs and runs campus chillers and associated cooling towers plus chemical treatment systems effectively.
3. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned operations; recommends within departmental policy, appropriate service and staffing levels and resources; recommends and administers policies and procedures.
4. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
5. Participates in the development and administration of the assigned budget; determines and recommends equipment, materials, and staffing needs for assigned energy efficiency programs, services, and projects; prepares detailed cost estimates with appropriate justifications.
6. Prepares documents for procurement; participates in formal and informal bid processes for projects related to the area of assignment.
7. Interacts with College, federal, state, and local agencies to ensure the plant operates within stated tolerances and is in compliance at all levels; develops, maintains, and presents reports to demonstrate continuous energy efficient operation of the plant and plant systems; serves as a liaison with utility companies, regulatory agencies, and various other outside organizations.

8. Oversees the operation of various energy management systems for the efficient operation of College heating, ventilation, and air conditioning (HVAC) equipment, interior and exterior lighting, and other centrally controlled systems.
9. Develops and implements predictive and preventative maintenance plans for plant services equipment and energy management systems.
10. Leads and/or assists in efforts to generate outside fund sources to support energy efficiency efforts.
11. Advises, provides guidance, and prepares and delivers reports, updates, and presentations on special project and areas related to area of assignment; participates in campus events to promote and support a College-wide culture of sustainability.
12. Assists in the planning, design, and construction of new and modernized energy efficient buildings and infrastructure systems; reviews plans, specifications, and submittals to ensure compliance with campus standards for energy efficient systems and controls; assists in obtaining special energy efficiency certifications of the campus and campus buildings; participates in building commissioning activities related to energy efficiency.
13. Participates in the implementation and operation of the department's computerized maintenance management system (CMMS); ensures that assigned work orders are initiated, received, prioritized, coordinated, completed, and closed to ensure superior customer service.
14. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings.
15. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies; attends College mandated DHR training and participates in DHR investigations as directed; assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to Human Resources and other appropriate authorities as necessary.
16. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Budget development, administrative practices, and program management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Principles and practices of developing, implementing, and evaluating energy efficiency programs, including energy management and engineering, sequence of operations, Building Automation System programming, and control systems operations.
6. Planning, organization, and direction of operations and activities involved in the maintenance and repair of chilled water central plant equipment, cogeneration equipment, thermal energy systems, and HVAC and lighting controls.
7. Building construction practices and procedures.
8. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Principles and procedures of record keeping.
10. Modern office practices, methods, and computer equipment and applications.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

12. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, and anti-racism in recruitment and retention of staff.
2. Articulate and communicate the College's vision and commitment to creating an equitable, diverse, inclusive, and anti-racist academic and work environment.
3. Create and execute resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.
4. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned area of responsibility.
5. Provide administrative and professional leadership and direction for assigned area of responsibility.
6. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
7. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
8. Effectively administer energy efficiency programs, services, projects, events, and activities.
9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
10. Communicate effectively through various modalities.
11. Learn and apply emerging technologies.
12. Organize and prioritize a variety of projects and multiple tasks in an efficient, organized, and timely manner; organize own work, set priorities, and meet critical time deadlines.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in Mechanical Engineering and minimum of three (3) full-time equivalent years of increasingly responsible experience in facilities management which has included the development, implementation, and maintenance of plant utilities systems including chillers, cooling towers, pumps, building automation control systems, and energy efficiency programs.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students; OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification frequently may need to physically reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 5/2022