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Developed by:.....DL  
Reviewed by: SG,DLJ; LK  
Approved by:.....LK  
Date: 07/88;05/91;01/98  
08/02; 11/25/20

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Assistant Director, Facilities Operations/Utilities  
**DIVISION:** Administration and Finance (Facilities Operations)  
**REPORTS TO:** Director, Facilities Operations  
**GRADE:** 15  
**SUPERVISES:** Professional Staff, Technical and Maintenance Personnel

**BASIC FUNCTION:**

Provide technical and operational management of the URI owned utility systems (electric, steam, natural gas, water, wastewater and stormwater). Oversee URI's current 3<sup>rd</sup> party contract for operation and maintenance of the URI steam generating facility. Develop, plan, and implement necessary repairs and improvements to the existing utility systems. Develop and implement preventative maintenance programs to ensure safe, continuous, reliable, and efficient operation. Plan and implement programs to ensure all EPA, RIDEM and RIDOH compliance requirements are met. Manage the ongoing energy conservation efforts. Coordinate and assist Capital Planning and Capital Projects on new building design and construction. Provide procurement guidance and options for energy purchases. Develop annual energy and maintenance budgets for utility operations. Establish guidelines, policies and necessary standards for the utility systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for the operation, maintenance and repair of all aspects of URI owned utility systems (electric, steam, natural gas, water, wastewater and stormwater).

Responsible for the administration and management of the contract for operation, maintenance, repair, and improvement of the central steam heating plant at the University of Rhode Island, furnishing steam for heating, hot water, cooking, laboratory uses, and central air conditioning. Included are auxiliary pumps, steam lines, valves, controls, compressors, blowers and related equipment and structures. Perform regular inspections and review operating procedures, fuel management, maintenance and repair, record keeping, reporting, and invoices for payment to the contractor.

Responsible for the operation and maintenance of the main steam/condensate distribution lines/system on the Kingston Campus up to the interconnection with building interior circulation systems. Main distribution systems include valve pits, steam mains and condensate return pumping stations. Responsible for regular inspections, and the management of a building trap maintenance program.

Responsible for operating oversight of URI's three water pumping stations and million-gallon storage tank. In conjunction with the Maintenance and Repair Department, oversee the general daily operational performance of the Kingston Campus water system, including compliance with State and Federal laws and regulations.

Plan and supervise work of subordinates and review their work in process and upon completion. Handle personnel and administrative matters relating to assigned personnel. Be on continuous call and make, on occasion, emergency operational decisions involving personnel.

Formulate and implement improvements to effect economical, efficient and safe operations of all utilities. Maintain effective history, adequate logs, and records.

Responsible for university fuels and electrical service acquisition. Maintain records of daily fuel consumption and projection of electrical consumption. Provide technical management of utility budgeting and allocations, capital improvements, and other related engineering matters. Perform similar duties for other State agencies.

Manage the university's recycling and solid waste removal programs with the associated contract management.

Perform limited engineering work, planning, analysis and studies. Provide technical support in the field to include developing requirements for work by commercial contractors and reviewing their work for satisfactory performance.

Have engineering cognizance of the facilities and utilities systems on all URI campuses and assist with operation and maintenance as needed.

Coordinate with public and private utility companies, and neighboring town representatives including, Narragansett Electric, Providence Energy, Towns of South Kingstown and Narragansett, and the Kingston Water District, among others.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Must be familiar with utility locating equipment, valve keys and wrenches, leak detection equipment etc. Position utilizes personal computers, printers and word processing, database management, spreadsheet and basic autocad software. Microsoft Word, Excel, Power Point. Valid driver's license.

**ENVIRONMENTAL CONDITIONS:**

This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered in this position. The potential exists where noise, vibration, hazards, atmospheric conditions, oils and wearing a respirator might also be encountered. This position must be available for 24-hour call back to ensure supervisory, worker, and or contractor presence in response to utility emergencies, outages, or heating system failures. Requirements include inspection of utility systems in underground and confined spaces.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in civil, mechanical or electrical engineering; Minimum of five years' cumulative experience in one or more of the following areas: Operation and maintenance of large steam engineering plants, steam boilers and auxiliary equipment, public water systems, natural gas utilities, electric utilities, wastewater systems, plumbing, steamfitting, utility commodity acquisition, fuels management, and/or energy management; Demonstrated contract management experience in one or more of the aforementioned areas; Demonstrated supervisory experience; Demonstrated ability to maintain the essential records and files of personnel and equipment; Demonstrated ability to maintain the essential records and files of material and fuels; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations. Valid driver's license.

**PREFERRED:** Rhode Island Professional Engineer's License (P.E.) or EIT Certificate; Certified Drinking Water Operator license in both water treatment/distribution (D2/T2); Certification in the NGA Natural Gas Operator Qualification Program; OSHA training/certification; and, Certified training and experience in both energy management and procurement.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**