



ANNOUNCEMENT OF POSITION VACANCY ENERGY, UTILITIES, AND SUSTAINABILITY MANAGER

SUMMARY: Reporting to the Director of Facilities Services, the Energy, Utilities, and Sustainability Manager is responsible for the daily operation and maintenance of the Colorado Mesa University's (CMU's) heating, ventilation, and air conditioning (HVAC) systems, and the management of campus energy consumption and conservation efforts. This manager is responsible for reviewing plans for new construction and renovations and the daily work of contractors and staff to ensure compliance with CMU standards for installation, operation, preventative maintenance, replacements, and strategic initiatives. This manager monitors advancements in best practices and technology and makes recommendations for enhancements to improve operations and efficiency at CMU.

This position maintains utility records, recommends payment of utility bills including electricity, natural gas, water, trash, recycling, and sewer, monitors and reports energy consumption, recommends conservation initiatives, operates and maintains CMU's Global Management System, and schedules, manages, and supervises the daily work of internal and external personnel who design, install and maintain the University's HVAC systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Manage pipe/mechanical trades workers to ensure they are working efficiently, effectively, and in accordance with CMU policies & procedures
- Manage contractors and contracts for CMU's mechanical systems to ensure new facilities and renovated facilities achieve maximum energy efficiency
- Coordinate with building managers, resident life, faculty, and staff to increase the effectiveness of building operations in areas of energy composition and waste reduction
- Benchmark energy consumptions against best practice guidelines
- Review codes and standards that apply to HVAC systems to ensure CMU is compliant with regulations and industry best practices
- Provide recommendations for and assist with the planning, development, and construction administration of capital and deferred maintenance projects
- Review drawings and specifications for new construction and renovations to ensure compliance with CMU standards
- Maintain detailed records regarding asset inventory, controlled maintenance, and repair
- Develop, coordinate, and implement strategies and policies to reduce energy consumption
- Direct and coordinate the design, installation, and maintenance of HVAC equipment and controls
- Work with Information Technology to specify and purchase related hardware and software
- Create and maintain records of all hardware and equipment purchases, life expectancies and replacement costs
- Assist in budget preparation and monitor expense budget
- Inspect CMU buildings and grounds monthly and initiate requests for maintenance as required
- Plan and implement proactive procedures and systems to anticipate problems
- Assist in emergency/crisis management (e.g. maintenance emergencies, power outages, and weather related emergencies)
- Prepare and maintain a comprehensive Energy Conservation Action Plan (ECAP) for short, intermediate, and long-range goals consistent with the president's Climate Commitment and Climate Action Plan.
- Ensure indoor air temperatures and sustainability goals are coordinated with cost effective energy utilization
- Investigate energy conservation projects for implementation. Perform life cycle analysis of payback and incorporate results into project proposals.

- Pursue other funding sources such as federal and state grants or utility incentive programs when available to help fund conservation efforts
- Prepare energy reports and management dashboards for various CMU stakeholders
- Verify monthly utility bills and recommend payment
- Inspect buildings and utility systems, during installation and after completion of retrofit measures, to ensure compliance with designs, drawings, specifications, and contracts
- Trend building HVAC systems to allow continuous monitoring of energy use
- Trend building HVAC systems for the purpose of improving operating efficiency
- Analyze data and performance of boilers, heating units, air conditioning machines, and other HVAC equipment
- Establish effective communication protocol with various departments within Facilities Services in an effort to establish standards and procedures for the operation of HVAC systems. Regularly review procedures to ensure adherence to energy conservation policies.
- Directly supervise pipe/mechanical trades workers. Supervisory responsibilities include interviewing, recommending hire, training new employees, planning, assigning and directing work, approving leave requests and time sheets, conducting performance appraisals, rewarding and disciplining employees, addressing complaints, and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily within a service driven environment. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to research and analyze energy and utility data, including tariff rate structures, and prepare summary reports
- Ability to monitor & reconcile complex project budgets with multiple funding sources
- Ability to lead and manage teams
- Effective verbal/written communication skills
- Ability to develop and maintain effective working relationships within CMU, outside agencies, and private firms
- Proficiency in Excel, Word, PowerPoint, and Project
- Working knowledge of or the ability to learn database applications and query and report generation
- Data analysis and innovative problem solving skills
- Valid Colorado driver's license
- Working knowledge of building automation systems, preferably Trane: Tracer™
- Working knowledge of maintenance work order management systems, preferably SchoolDude

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, faculty, staff, students, external customers and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry. Apply concepts to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume to provide solutions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to climb ladders, climb stairs and stand for long periods of time, walk, sit, and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions 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 exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. Position is required to report to work to assist during emergencies and special events (power outages, weather emergencies, commencement ceremonies, etc.). Night and weekend work may frequently be required.

REQUIRED EDUCATION & EXPERIENCE:

- Bachelor's degree in Business; Masters preferred
- Minimum of two years' supervisory experience
- Minimum of two years' work experience performing similar tasks in an institution of higher education or similar setting
- A work history that exemplifies the relentless pursuit of excellence resulting in the highest levels of reliability and efficiency
- Excellent computer skills
- A working knowledge of database concepts

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: \$52,000/year. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by December 16, 2016.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references and of three current or previous supervisors whom we may contact, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Authorization and Release to Conduct Reference and Background Check form](#)
- [Voluntary Affirmative Action form](#)

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Mail to:

Energy, Utilities, and Sustainability Manager Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: (970) 248-1820

OR Email to: CMUJobs@coloradomesa.edu.

If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. **Electronic application materials must be submitted as a .pdf or Word document** (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste into the body of your email; send as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

Pos#160

Search #1830