Utilities Manager
Facilities Management

Position Summary

Supervises and provides technical direction to nine College Technical staff personnel for the operation, maintenance, and repair of HVAC, Electrical, Steam, Plumbing, Water Treatment, and associated systems and energy management controls. Available to respond after-hours 24/7.

Summary of Duties and Responsibilities

- Provides management, and support of, the Utilities Division bargaining unit personnel, including HVAC, Boiler, Plumbing and Electrical. Determines the expected level of performance, monitors performance, and counsels employees as required. Performs regular One on One meetings with staff members. Documents staff performance to support the College’s Mission Statement and Strategic Plan and Department Goals. Evaluates staff skill level and establishes a training schedule and provides on-job training or outside training of staff technicians. Performs Administrative functions, prepares labor reports, recommends approval of leave and vacation requests, maintains records, interviews prospective employees, manages budgets.
- Commissions, reviews, and interprets complex studies related to mechanical and other systems.
- Plans and executes projects for the Utilities Division. Documents work scopes, contacts vendors, reviews proposals, prepares project documents, reviews work, makes final inspections, and processes appropriate documents (purchase orders, work orders) relating to the project. Documentation includes multi-week and daily schedules, weekly and daily schedule completion percentages, estimated and actual job times, planned and actual materials used, work action codes, work order comments, and standard administrative tasks such as attendance, vacation and payrolls. Ensures that efficient work is being planned and executed by each shop section.
- Directs operation and maintenance of HVAC systems. Determines and implements proper preventative and corrective maintenance requirements; reviews completed tasks. Schedules and reviews contractor performed maintenance. Trains personnel.
- Directs operation and maintenance of Central Chiller Plant equipment. Determines preventative, predictive and other corrective maintenance requirements. Reviews operational and maintenance tasking. Schedules and reviews contractor performed maintenance.
- Directs operations and maintenance of Water Treatment systems for boilers, hot water heating systems, chiller plant equipment, and cooling towers. Determines and implements operational procedures for plant technicians. Coordinates with vendors and facilities engineers in establishing water treatment methodology and policies. Monitors technician methodology and reviews treatment records to ensure proper long-term system operation.
- Directs operation and maintenance of steam/hot water equipment to include training of personnel. Determines preventative and other corrective maintenance requirements. Reviews completed work assignments. Schedules and reviews contractor performed maintenance.
- Directs operation and maintenance of Interior and Exterior Electrical systems to include distribution circuits, panel boxes, generators, motors, lighting systems, and control wiring. Work includes training of personnel, determining preventative and corrective maintenance requirements, evaluates work tasks performed. Schedules and reviews contractor performed maintenance.
- Effective use of a CMMS (Computerized Maintenance Management System)
- Scheduling of time-sensitive work
- Verify completed work for all areas
- Field inspections
- Labor input
- Closing of work orders
- Effective member of the Technical Team
- Performs other duties as requested.

**QUALIFICATIONS**

- High school diploma; 2-year Technical Certification in related technical fields. Technical controls training required.
- 4-years’ experience maintaining and operating HVAC equipment, boilers, plumbing, electrical, air conditioning, thermal storage and related controls. 3 years’ supervisory experience.
- Preferred 2 years experience supervising in a Union environment
- Preferred higher education
- Customer Service focus
- Team player
- CEFP certification preferred
- Must be computer literate. Must be able to read blueprints and schematics. Excellent verbal and written communication skills. Knowledge and use of hand and power tools, and specialized mechanical, electrical analytical testing equipment. Customer service experience required. Valid CA driver’s license. Ability to maintain College’s Authorized driver status.
- Ability to read and comment on construction documents, including plans and written specifications.
- Experience planning and scheduling with a CMMS.
- Respond to cell phone off duty 24/7.
- Experience with Microsoft Word, Excel, Project, or comparable software.
- Able to lift 50-lbs.; climb stairs and ladders; enter and work in spaces that are tight or high; stand, sit or bend for long periods of time; work in weather, and respond to emergencies.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.
As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.