

UNIVERSITY OF NORTHERN IOWA

POSITION ANNOUNCEMENT

POSITION TITLE: Facilities Engineer

DEPARTMENT: Facilities Planning

APPOINTMENT TYPE: 12 Month, Probationary, Pay Grade V

PRIMARY FUNCTION: Serves as a University engineering resource person; assists in making recommendations on campus systems and utilities; participates in planning and carrying to completion new campus construction and renovation projects; assists in the design, installation and start-up of energy consuming systems; acts as a consultant to Physical Plant staff in connection with conditions and/or questions relating to installation and operations of engineered systems; assists Power Plant and Physical Plant in the preparation of permit applications for city, state, and federal programs and annual reports for submittal to the Iowa Department of Natural Resources; serves as a resource person on energy matters; evaluates energy consuming systems; and completes related engineering duties as required or directed.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Acts as resource person on engineering matters; participates in long range planning and start-up of production and distribution systems; estimates proposed engineering projects; interprets codes; conducts planning studies and completes reports relating to operational costs, existing and proposed operational procedures, and difficulties with existing systems; follows up to effect recommendations of reports; and participates on committees related to energy conservation and system usage; serves as resource person on energy matters; interprets state and federal energy regulations; collaborates with Energy Engineer to recommend energy management policies; evaluates energy consuming systems; locates and identifies energy conservation needs; assists in conducting energy audits and calculates energy management opportunity paybacks; determines proper method for completion of projects; develops, designs, and plans specifications; and aids in directing work of projects underway.
2. Assists with interviews and selection of project consultants and negotiations of consultation fees; reviews project manual and drawings prepared by consultants during design and makes suggestions for improved design; aids with development of preliminary design and cost estimation for projects under consideration; assists with award of construction contracts or purchase orders; acts as liaison between consultants, contractors, vendors, and University representatives associated with construction projects; assists in coordinating contractors' and vendors' operations with those of the University; inspects work, materials, and procedures; orders and observes tests; observes progress of contractors' work; participates in construction meetings; and coordinates purchase and delivery of University furnished materials and equipment for installation by contractors or Physical Plant.
3. Assists Power Plant and Physical Plant in the preparation of permit applications for city, state, and federal programs (e.g. Water Use Permits, Industrial Waste Water, Title V, NPDES, Construction Permits, etc.) and annual reports for submittal to Iowa Dept of Natural Resources; and works with University faculty and staff to locate and track campus emission points by type and usage.
4. Serves as a consultant to Physical Plant staff in connection with conditions and/or questions relating to installation and operation of engineered systems; researches and studies alternative equipment, materials, and operational procedures, etc.; develops plans, specifications, and cost estimates required for repairs or replacement of mechanical systems in existing facilities; obtains quotes for equipment; hires and coordinates work of outside contractors; initiates purchase orders and administers maintenance contracts; and recommends and effects approved actions for resolution of engineering problems.

5. Prepares project manuals and drawings for projects related to engineering systems; coordinates systems design and construction; when appropriate and required, certifies project manual and drawings as licensed professional engineer; meets with clients to determine needs and justification of proposed construction projects; prepares schematic drawings, project reviews, and cost estimates for the funding approval process; prepares design development drawings and project manual; and obtains various approvals of documents, prepares construction estimate, and finalizes construction documents.
6. Participates in engineering field work; researches engineering solutions to on-campus problems as directed; reports items needing facility attention found on campus; assists in developing and maintaining university design standards to be followed by in-house and outside consultants on projects; and works with university personnel to improve engineering systems on campus.

NECESSARY QUALIFICATIONS: Bachelor's degree in Mechanical or Electrical Engineering, Iowa Professional Engineer license or the ability to become licensed within two years, plus at least two years of experience in engineering design required. Knowledge of building codes, excellent oral and written communication skills, and the ability to communicate and work with diverse groups such as University clients, professional consultants, and contractors also required. Criminal and other relevant background checks required.

APPLICATION PROCESS: Application materials received by October 20, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Facilities Engineer Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: www.uni.edu UNI is a smoke free campus.

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.