

BUHLER USD 313 CLASSIFIED STAFF JOB DESCRIPTION

TITLE: ENERGY MANAGER

REPORTS TO: Business Manager / Supervisor of Buildings and Grounds

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

JOB SUMMARY: Responsible for developing and monitoring the district's energy management program under board-level policy and Superintendent's guidelines, for the purpose of reducing utility consumption.

QUALIFICATIONS:

1. Must have a strong independent work ethic
2. Requires good judgment capabilities
3. Ability to maintain positive public relations
4. Strong communication skills
5. Must be able to read various forms of written materials and be able to recognize different signs and symbols
6. Large measure of diplomacy

ESSENTIAL FUNCTIONS:

1. Serves as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
2. Advises, assists and makes recommendations to the Business Manager / Supervisor of Buildings and Grounds on alternate energy sources, consumption and general energy conservation measures.
3. Develops and maintains contact with Cenergistic regarding policy trends.
4. Maintains all energy and water consumption records and data.
5. Reports directly to the Business Manager at least once monthly as to status of the district's energy consumption.
6. Reports to the Board of Education as requested on the status and success of program.
7. Provides regular communication with principals and custodial staffs, as to status of their buildings' energy consumption.
8. Reports to the Supervisor of Buildings and Grounds weekly regarding proper equipment usage and any safety hazards observed.
9. Conducts regular "walk-through" audits of all the district's facilities to insure operating efficiency, optimum educational environment, and compliance with district's energy policy.
10. Responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
11. Implements night setback program for every building on weeknights, weekends, holidays and summer recess.
12. Insures that the district is on proper utility rate schedule and is receiving correct billing.
13. Establishes a program to promote energy conservation through positive feedback to all levels of the district and involve all personnel and students in taking ownership for success of program.
14. Attends scheduled in-services on the energy management system as allowed by the district.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Work is performed in an office (15%) and in the field (85%)
2. Commitment to irregular hours (night, weekend, holiday and summer audits)
3. Must be able to climb, bend, stoop, and reach
4. Must be able to walk and stand for long periods
5. Working in confined spaces is sometimes required

6. Must be able to push, pull or lift at least 25 pounds
7. Must be able to read various forms of written materials and must be able to recognize different signs and symbols

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013