

JOB TITLE: ENERGY MANAGER**BASIC FUNCTION**

The Energy Manager works under the Director of Maintenance, Operations, Transportation and Facilities (Director of M.O.T.F.), to establish accountability for energy consumption throughout the School District. The Energy Manager is responsible for developing and monitoring the District's energy management program for the purpose of reducing utility consumption. This position will also oversee the District's hazardous materials manifests.

ESSENTIAL JOB FUNCTIONS

- Advise, assist and make recommendations on alternate energy sources, consumption and general energy conservation measures.
- Serve as District representative at management-level meetings, seminars and conferences relating to energy use and conservation.
- Develop and maintain contact with Energy Management System vendors, federal/state agencies and monitor local, state and national energy policy trends.
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption.
- Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the District.
- Report monthly to immediate supervisor as to status of the District's energy consumption.
- Report annually to the Board of Trustees on status and success of the energy program.
- The Energy Manager provides regular communication with principals and custodial staffs as to status of their buildings' energy consumption.
- Report to the Director of M.O.T.F. any safety hazards observed.
- Regular "walk-through" audits of all the District's facilities to insure operating efficiency, optimum educational environment and compliance with District's energy policy.
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- The Energy Manager is responsible for the implementation of weekday, weekend, holiday and summer shutdown checklists for every building in the District.
- Insure compliance with District's custodian affidavit program to ensure efficient energy usage by custodial staff during summer work programs.
- Organize the building principals or custodians to read all meters on same days as utility companies.
- Implement night setback program for all buildings on weeknights, weekends, holidays and summer recess.
- Ensure that the District is on proper utility rate schedule and is receiving correct billing.
- Ensure District participation in any rebate program offered.
- Establish 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.
- Utilize all media opportunities to promote successes of the District's energy management program.
- Coordinate, with the Director of M.O.T.F., installation and/or repairs of energy management systems and maintain the wiring and installation diagrams of the systems.
- Assist with the design and maintenance of the programming for computerized energy management system to ensure operating efficiency. Update programs as necessary.
- Attend all scheduled in-services on the energy management system.
- Operate energy management system software.
- Maintain and update the District's energy management system programs.
- Assist in evaluation and resolution of Indoor Air Quality issues.
- Participate in the construction planning, repair and maintenance of District heating, ventilation, air conditioning, energy management system, lighting, irrigation, plumbing and mechanical equipment.
- Participate in ongoing education and training related to energy conservation.
- Work with our energy advisement company and utility companies to achieve maximum energy and water conservation.
- Record and track utility bills and report results to immediate Supervisor, Cabinet, School Board and Energy Education, Inc. on a regular basis.

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Communicate effectively both orally and in writing.
- Read various forms of written materials and must be able to recognize relevant signs and symbols.
- Prepare energy requirement estimates and budget allotments for all District facilities and develop procedures for efficient utilization of energy sources.
- Compile data and prepare written and/or oral reports.
- Understand and operate an Energy Management System.

Knowledge of:

- Air Conditioning, Heating and Ventilating equipment, as well as irrigation equipment.
- Alternate energy sources.
- Contractual support activities (capital projects).
- Federal energy conservation grants.
- Safety issues relating to personnel and equipment.
- Energy management systems.

Ability to:

- Work independently.
- Exercise good judgment in implementation of policy.
- Maintain favorable public relations.
- Analyze and interpret technical data and communicate it to non-technical individuals.
- Keep and maintain records and data.
- Analyze utility rate schedules and billings.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 35 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for extended periods, and at time, working in confined spaces.
- Must be able to climb, bend, stoop and reach.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of administrative or other professional experience in a related field within a school district.

Education:

Minimum of an Associate of Arts degree.

LICENSE AND/OR CERTIFICATE REQUIREMENTS

- Possession of a valid California driver's license and evidence of insurability.