

ENERGY MANAGER

DEFINITION

Under general direction of the Director of Maintenance & Operations to establish accountability for energy consumption at every level in the school district. Responsible for developing and monitoring the district's energy management program under board-level policy and guidelines. Functional areas of responsibility include energy (electricity, natural gas & alternative fuels), water, and solid waste.

ESSENTIAL DUTIES

- serves as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
- advises, assists and makes recommendations to the Director of Maintenance & Operations on alternate energy sources, consumption and general energy conservation measures.
- develops and maintains working relationships with federal and state agency representatives and monitor state and national energy policy trends.
- provides input on capital projects related to energy management and the purchase of any products that affect energy consumption.
- prepares energy requirement estimates and budget allotments for all district facilities and develops procedures for efficient utilization of energysources.
- maintains all energy and water consumption records and data.
- maintains records of federal energy conservation grants received by the district.
- inputs billing and consumption data into energy analysisdatabase.
- provides regular reports on the status of the district's energy consumption and observed safety hazards.
- regularly communicates with principals and custodial staff as to the status of their buildings' energy consumption.
- conducts regular "walk-through" audits of all the district's facilities to ensure operating efficiency, optimum educational environment and compliance with district's energy policy.
- coordinates usage of facilities and ensures proper space utilization consistent with energy conservation.
- provides staff with weekday, weekend, holiday, and summer shutdown checklist for every building in the district.
- ensures compliance with district's custodian affidavit program to ensure efficient energy usage by custodial staff during summer work programs.
- ensures coordination of district staff and utility company reading dates.
- Implements night setback program for every building on weeknights, weekends, holidays and summer recess.
- ensures proper utility rate schedule and correct billing.
- ensures district participation in available and appropriate rebate programs.
- establishes a program to promote energy conservation through positive feedback to all levels of the district and involves all personnel and students in taking ownership for the success of the program.
- utilizes all media opportunities to promote successes of the district's energy management program.
- coordinates installation and/or repairs of energy managementsystems.
- maintains wiring and installation diagrams of the systems.
- designs, maintains and updates programming for computerized energy management system to ensure operating efficiency.
- works closely with Mechanical Systems Department on proper operation of the systems and equipment.

QUALIFICATIONS

Knowledge of: Principles and practices of management and leadership, record keeping methods and procedures, departmental rules and regulations, modern office procedures, methods and computer equipment.

Ability to: Work independently, exercise good judgment, maintain favorable public relations, establish and maintain cooperative working relationships with those contacted in the course of work, communicate effectively, both orally and in writing, analyze and interpret technical data and communicate it to non-technical individuals, and plan, organize and

coordinate activities of others in a pleasant and efficient manner.

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.

- work in an office (25%) and in the field (75%)
- work at a desk and in meetings of various configurations
- use hands for simple grasping and fine manipulations
- read printed matter and computer screens
- communicate so others will be able to clearly understand normal conversation
- understand speech at normal levels
- endure standing and walking for extended periods of time
- bending, twisting, stooping, kneeling, reaching and climbing
- lift, carry, push and pull up to 25 lbs. and do repetitive lifting of 10 lbs.
- work irregular hours (night, weekend, holiday and summer audits)

EXPERIENCE: Four years of professional experience in a public agency in any of the following areas: energy management, utility management, environmental services and engineering. In lieu of the foregoing areas of experience, four years of professional experience in developing and implementing a public agency program promoting resource efficiency will be accepted.

EDUCATION: Verification of a High School diploma, a GED certificate, or a higher degree; supplemented by advanced training or course work in one or more of engineering, environmental science, resource management related areas.

DESIRED QUALIFICATION: Bachelor's degree in education, engineering, environmental science, resource management, public relations or business administration or related field.

LICENSE REQUIREMENT: A Valid California Motor Vehicle Operator's License