

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Energy Auditor  
**Pay Table:** Support  
**Pay Grade:** 8  
**FLSA Status:** Non-Exempt  
**Job Code:** 442  
**Reports to:** Energy Director

### **JOB SUMMARY**

Under the supervision of the Energy Director, the Energy Auditor reviews and approves utility billings, maintains energy usage database, and analyzes data for energy savings.

### **ESSENTIAL JOB FUNCTIONS**

- Receives and reviews district utility billings. Resolves discrepancies or inconsistencies or brings to attention of Director.
- Maintains computer data base of electricity, gas, water, irrigation and sewer billings, and entering monthly charges into program by location.
- Approves and sends utility invoices to accounts payable for payment.
- Audits past and present billings, reconstructing historical databases and auditing for inconsistencies.
- Maintains account numbers and locations of all gas, electric and water utility meters. Checks meter readings as required, going to buildings when necessary.
- Coordinates with utility companies to correct billing errors and credits. Meets with company representatives as required.
- Creates and prepares reports, graphs and cost comparison of utilities, as requested. Identifies areas where energy can be saved.
- Projects utility costs, estimating utility budget for upcoming year.
- Serves as a member of the Energy Committee and as assistant committee chair. Assists in setting agendas, prepares required reports, and completes committee assignments.
- Assists with the Energy Management System, accessing and setting computerized facility heating, lighting, etc. controls, when principal operator is unavailable.
- Reviews and analyzes utility records and assists with identification of possible energy savings. Ensures, as an example, that peak demand for each facility is accurate and read appropriately.
- Assists Director in entering purchase orders.
- Performs other office responsibilities.

**MINIMUM REQUIREMENTS**

- High school graduation or equivalent education and/or experience.
- Six (6) months of related experience or relevant education.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to operate computer and small office equipment.
- Secretarial/clerical skills.
- Ability to create graphs and analyze data.
- Ability to accept, receive and collect payments.
- Ability to prepare and process purchase orders.

**PHYSICAL DEMANDS**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

*The Davis School District has the right to revise this position description at any time.*