

**Energy Manager**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Operations**

**TITLE:** Energy Manager

- QUALIFICATIONS:**
1. Bachelors' degree in Mechanical or Electrical Engineering, Facility Management, Business Administration or equivalent degree.
  2. Three (3) years' experience with HVAC and/or energy management systems preferred.
  3. PEM (Professional Energy Management Certification) preferred.
  4. Valid North Carolina driver's license required.

**REPORTS TO:** Assistant Superintendent of Operations

**JOB GOAL:** To organize and implement an Energy Management Program; plan, implement, and coordinate all phases of the energy conservation program. Coordinate energy savings concepts, energy studies, and identifies energy problems within buildings.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school system operation issues.
2. Analyze operation of buildings to determine the optimum utilization of HVAC, electrical, lighting, and control systems.
3. Conduct regular educational and promotional programs to heighten community awareness of the need for conservation and how it can be accomplished throughout the organization.
4. Communicate with all building occupants concerning energy conservation projects.
5. Conduct on-going audits of all school and administrative facilities to ensure that each facility is operating as efficiently as possible in accordance with the New Hanover County Board of Education approved energy conservation guidelines.
6. Prepare and distribute Audit Summary Reports reflecting the results of on-site audits.
7. Interpret data and reports and make recommendations for improvement to and/or replacement of systems, instruments and equipment for energy management to ensure operations at peak efficiency and economical levels.

8. Research new operational methods, techniques, and equipment and recommend application(s).
9. Schedule and maintain a unique flexible schedule as needed to ensure that the majority of audits are performed when school is not open to staff and students.
10. Function as on-site liaison with Director of Maintenance, schools and departments to provide support as necessary.
11. Willing to be on-call in case of emergency.
12. Perform related duties and responsibilities as requested by the Director or Assistant Superintendent of Operations.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** Grade 78

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Management skills to analyze programs, policies and operational needs.
- Demonstrate functional knowledge of and ability to interpret, explain, enforce and apply pertinent federal, state, and local laws, codes, and regulations.
- Demonstrate considerable functional knowledge of the practices, methods, materials and equipment used in the maintenance and repair of: HVAC equipment and controls systems; electric instruments, apparatus and equipment; Considerable computer skills including functional knowledge of spreadsheets and databases.
- Extensive functional knowledge of energy management and conservation methods.
- Functional knowledge of the practices, procedures, materials, and equipment used in an energy management system.
- Functional knowledge of the principals of energy-using systems installed in buildings.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, recommend the best options, and implement approved solutions in support of organizational goals.
- Ability to research, analyze and evaluate service delivery methods and techniques.
- Ability to understand blueprints, diagrams, mechanical specifications, sketches and written and verbal instructions.
- Good communication skills, oral and written, with different educational levels of personnel.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.