

Oak Grove School District

JOB TITLE: Energy Manager

SALARY RANGE: \$77,000 - \$87,000

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Energy Manager works to establish accountability for energy consumption at every level in the District. The Energy Manager is responsible for developing and monitoring the organization's energy management program under approved Policy & Guidelines, for the purpose of reducing utility consumption.

The Energy Manager is responsible to the Assistant Superintendent of Business or designee and is responsible for administration and record keeping, accountability, reporting, program implementation, promoting District employee involvement, and validating energy management system compliance to the District's energy policy and guidelines.

TYPICAL DUTIES

- Establish a program to promote energy conservation through feedback to all levels of the District and involve all personnel in taking ownership for success of the program.
- Coordinate with internal and external PR support to utilize all media opportunities to promote successes of the District's energy management program.
- Serve as the District's representative at management level meetings, seminars and conferences relating to energy use and conservation.
- Advise, assist and make recommendations to the Superintendent on alternate energy sources, consumption and general energy conservation measures.
- Develop and maintain contact with federal and state agencies and monitor 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 affects energy consumption.
- Prepare energy requirement estimates and budget allotments for all District facilities and develop procedures for efficient utilization of energy sources.
- Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the District.
- The Energy Manager reports directly to the Assistant Superintendent of Business or designee at least once monthly as to status of the District's energy consumption.
- Report quarterly to the Board of Trustees on the status and success of 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 Maintenance and Operations 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.
- Organize program wherein building principal or custodian reads all meters on some days as utility companies.
- Implement night setback program for every building on weeknights, weekends, holidays and summer recess.

TYPICAL DUTIES (continued)

- Insure that the District is on proper utility rate schedule and is receiving correct billing.
- Insure District participation in any rebate program offered.
- Coordinate with the Director of Maintenance and Operations, installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
- Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
- Work with the building and maintenance personnel on proper operation of the systems and equipment. Attend all scheduled in-services on the energy management system.

MINIMUM QUALIFICATIONS

- Bachelors degree from accredited college or equivalent in related experience
- Possession of a valid California Administrative Credential desirable
- Technical knowledge required of principles used in employee relations, supervision and training
- Independent work ethic
- Good judgment capabilities
- Must be persuasive
- Must be computer literate
- Able to interpret technical data
- May require supervisory responsibility
- Exercise of good judgment in implementation of policy
- Ability to maintain favorable public relations
- Ability to analyze and interpret technical data and communicate it to non-technical individuals
- Strong communication skills
- Large measure of diplomacy
- Possession and maintenance of a valid California driver's license

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Work is performed in an office (20%) and in the field (80%)
- Commitment to irregular hours (night, weekend, holiday, and summer audits)
- Must be able to climb, bend, stoop, and reach
- Must be able to walk and stand for long periods
- Working in confined spaces is sometimes required
- Must be able to push, pull or lift at least 25 pounds
- Must be able to read various forms of written materials and must be able to recognize different signs and symbols