

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ENERGY MANAGEMENT SYSTEMS SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Physically able to perform assigned duties
- (3) Must possess a universal refrigerant recovery license.

KNOWLEDGE, SKILLS AND ABILITIES:

At least two years of HVAC technical schooling and five years experience in the maintenance of heating, air conditioning and related equipment. Must be able to read blue prints and wiring diagrams, make calculations, keep records and organize projects. Must be self directed. Knowledge of local and state laws. Able to repair and maintain energy management systems and associated hardware and software. Ability to repair and maintain LANs. Must be able to control chillers, utilizing data terminals and appropriate software applications. Working knowledge of Insight, Data Mate or equivalent software applications for chiller control. Working knowledge of repair and maintenance of major chiller components including variable frequency drives; VAV systems; chemical pumps; cooling towers; chillers to 500 tons. Ability to work closely with local energy providers and outside contractors. Ability to do cost and energy use analysis to obtain maximum benefit from building systems. Provide guidance and training for other technicians.

REPORTS TO:

District Maintenance Supervisor

JOB GOAL

Achieve maximum benefit for the District by proper operation and maintenance of District energy management systems and equipment.

EVALUATED BY:

District Maintenance Supervisor or Director of Plant Services.

SUPERVISES: HVAC personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Manage operation, repair and maintenance of the District's chiller plants and HVAC systems.
- * (2) Schedule operation of chillers, air handling units and all chiller related HVAC equipment.
- * (3) Regulate equipment according to changing facility operation needs.
- * (4) Monitor and analyze energy costs and coordinate sequence of operation with changing demand rates of Florida Power and Light Company
- * (5) Schedule and perform preventative maintenance and repair procedures. Maintain records of maintenance and repairs.

Energy Management Systems Specialist (continued)

- * (6) Perform and update tasking.
- * (7) Monitor and maintain proper chemical levels of chilled water.
- * (8) Track inventory of maintenance supplies, order and maintain necessary parts and supplies
- * (9) Monitor and implement service due on warranties and maintenance agreements applying to equipment.
- * (10) On 24 hour call.
- * (11) Coordinate outsourcing of major repairs.
- * (12) Supervise HVAC personnel
- (13) Perform additional duties as assigned by the District Maintenance Supervisor.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to in the performance of required work.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Flagler Schools Strategic Framework – Resources & Support Systems