



PERSONNEL COMMISSION

Class Code: 5037
Salary Range: 42 (M2)

ENERGY CONSERVATION MANAGER

JOB SUMMARY

Under direction, plan, coordinate and direct the energy management program of the District including monitoring energy consumption and the development of measures of accountability; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Develop a plan to communicate and publicize energy conservation to District employees and students through special meetings, site visits, media opportunities and bulletins. **E**
- Advise and provide recommendations regarding available energy saving measures and alternate energy sources to senior administrators, maintenance and facility planning personnel. **E**
- Provide energy conservation input on capital projects and purchase of products and materials affecting energy consumption. **E**
- Prepare estimates and budget allotments for efficient energy utilization for District facilities and sites. **E**
- Maintain or supervise the maintenance of records on District energy and water consumption; maintain records of federal energy grants received by the District; insure that the District participates in available rebate programs. **E**
- Perform “walk-throughs” of District facilities to analyze the operation of energy systems; meet with school administrators and plant supervisors to assist on the implementation of energy saving practices and measures such as reading meters on the same date as utility companies; provide feedback to site personnel on the facilities’ energy consumption. **E**
- Organize and implement energy savings and cost savings for sites such as summer shutdowns, setback program for weeknights, weekends, holidays and other periods of site inactivity. **E**
- Develop and maintain contact with federal and state agencies regulating and overseeing energy consumption; monitor state and national energy policy trends. **E**
- Assure the District is on the appropriate utility rate schedule and utility billings are correct. **E**

- Coordinate and assist facility planning and maintenance personnel on the installation, repair and operation of energy equipment and systems including computerized energy management systems. *E*
- Prepare reports on energy conservation program status and activities; compile data and prepare charts, graphs and make recommendations based on findings. *E*
- Attend in-services regarding energy management and conservation. *E*
- Supervise and evaluate the performance of assigned staff. *E*
- Report safety hazards observed at sites to maintenance branch personnel. *E*

Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Energy Conservation Manager analyzes energy systems and District energy consumption. An incumbent designs and oversees implementation of a program of energy conservation that District staff and students can understand and practice in their daily activities. An incumbent works closely with and advises District facility planning and maintenance personnel on energy system replacement and installation. An incumbent communicates with personnel at all levels in the District in promoting and encouraging energy awareness across the District.

EMPLOYMENT STANDARDS

Knowledge of:

Objectives and organization of an energy management program.
Working knowledge of the operations and structure of energy systems.
Communication techniques and technologies.
Laws, ordinances and regulations governing energy utilization.
Basic techniques of data analysis and report preparation.
Office equipment, personal computer and related training equipment.
Principles and practices of administration, supervision and training.
Public speaking techniques.

Ability to:

Perform mathematical calculations such as addition, subtraction, multiplication, and division using a calculator to calculate loads.
Compile statistical data and prepare tables, charts and graphs.
Analyze energy and water consumption data.
Conduct meetings and make effective presentations.
Prepare clear and concise reports and make recommendations.

Interpret laws, codes and regulations, and their application to energy conservation.

Develop, revise and implement procedures.

Adjust to changing priorities.

Prepare and deliver oral presentations.

Operate modern office equipment such as multi-line telephone, mobile phone, personal computer and related equipment.

Supervise and evaluate the performance of others.

Establish and maintain effective relationships with others.

Education and Training:

Bachelor's degree from an accredited college or university in social sciences, business administration, public administration or a related field.

Experience:

Three years of full-time professional experience in administrative analysis, operations planning or developing and conducting training programs, preferably including one year assisting in the administration or coordination of an energy conservation program or activities.

Two years of additional energy conservation experience may be substituted for two years of the required education.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's License is required at the time of appointment; use of a personal automobile is required in the performance of the work.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

An incumbent will be required to work an irregular schedule that includes early and late hours, weekends and holidays.

WORKING ENVIRONMENT

Offices, classrooms, auditoriums, school plant facilities, basements, rooftops, attics and laboratories.

Working in cramped or restrictive work chambers such as mechanical rooms.

Drive a District vehicle to conduct site visits.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Seeing to review and analyze reports, documents or other records.

Hearing and speaking to exchange information in person, deliver oral presentations or communicate on the telephone.

Climbing stairs, ramps and ladders to analyze facilities.

Walking or standing for extended periods of time.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: November 21, 2002

Revised: 5/15/2014