

TITLE: Energy Conservation Specialist (FLSA: Exempt)

JOB SUMMARY: This position's responsibilities are to develop, implement, monitor, evaluate and promote the most effective use of energy resources in all district facilities in order to minimize operating costs and promote environmental stewardship.

ESSENTIAL JOB FUNCTIONS:

- Develop and implement a district Energy Conservation Policy and Energy Conservation Plan.
- Develop, implement, monitor, evaluate, and promote site-based energy conservation programs for all school buildings and district facilities to increase energy efficiency, reduce energy usage, minimize operating costs, and promote environmental stewardship.
- Establish and maintain a system for the continuous monitoring of energy use and providing of timely feedback to buildings.
- Establish an accounting database utilizing software compatible with local utility companies/agencies.
- Enter monthly utility usage into computer program.
- Establish base line energy consumption and annual conservation goals for each school and facility.
- Monitor utility bills, identify any unusual consumption, billing errors or anomalies. Pursue utility refunds when appropriate.
- Prepare monthly status reports that include an assessment of conservation savings for review by principals, building staff, administrators, custodians, and designated staff of the local utility/agency.
- Coordinate and conduct energy audits and walk-through surveys of each school and facility during and after normal operating hours, over week-ends, during holidays, and during summer months utilizing the energy conservation building survey form.
- Coordinate with the building principals and administrators to provide information and training for all staff of each school to alert them to conservation opportunities.
- Provide energy conservation assistance, information, and training for administrative staff, custodians, maintenance personnel, custodians, teachers, and students through such means as operating guideline manuals, websites, newsletters, presentations, and workshops.
- Develop and implement a recognition program that encourages participation and monthly monitoring of conservation savings and provides incentives for each building to achieve beyond minimum threshold levels.
- Coordinate with interested teachers the development and implementation of student conservation groups to monitor and reduce energy and natural energy consumption in their school building.
- Cooperate with the curriculum department to integrate energy and environmental education into the district's curricula and facilitate teacher workshops.
- Cooperate with Maintenance Department and Food Service Department to facilitate the goals and objectives of the district Energy Conservation Program.
- Maintain library of reference information and support materials; provides information to Department of Construction regarding state-of-the-art energy saving technologies and sustainable building design for existing buildings and new construction.
- Work closely with the designated staff of the local utility companies to identify incentive programs.
- Report observations of apparently faulty building systems to the Director of Maintenance and Custodial Services
- Prepares a variety of reports and correspondence related to energy conservation.
- Any other duties as assigned by the Risk Manager

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Education, Energy Management, Business, or related fields.
- Certification in Education is desirable.
- Certification as a Certified Energy Manager (CEM) is desirable.
- Valid Louisiana State driver's license.

Must demonstrate a successful level of the knowledge, skills and abilities listed below:

- Demonstrated experience in school-related energy conservation programs is desirable.
- Knowledge of effective practices and measures to conserve energy.
- Knowledge of building mechanical, electrical, HVAC and control systems.
- Knowledge of utility energy cost and use accounting system.
- Ability to communicate effectively, both orally and in writing with all levels of the district community, outside agencies and the general public.
- Ability to perform cost/benefit analyses and to interpret and analyze statistical information and trends.
- Ability to operate a computer effectively and learn the use of specific software programs.
- Ability to design and present effective presentations and training materials.
- Ability to prepare and make effective electronic audio visual presentations.
- Skill in operating internet based electronic practices relative to bidding, online project management, warranty, and archiving. To include skills in Excel, MS Word, e-mail, internet, Adobe, Power Point, OGF, and electronic information management systems.
- Skill in creative problem resolution.
- Effective group facilitation and decision-making skills.
- Skill in establishing and maintaining effective working relationships with a variety of others.

TERMS OF EMPLOYMENT: 12 months per year

REPORTS TO: Risk Manager

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel. The Superintendent reserves the right to review, revise, update, or change the jobs and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____
(**MUNIS ID #**)

Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.