



## JOB DESCRIPTION

**Position Code:** 491  
**Management Group:** SJAA  
**Salary Range:** 14  
**Work Days:** 225  
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**POSITION TITLE:** Energy and Sustainability Manager

**DEFINITION:** Plan, organize, and coordinate a variety of energy efficiency projects; compile and analyze data, prepare reports and recommendations relative to district conservation programs; generate reports and compile required documentation outlined in the Proposition 39 guidelines; establish and promote programs designed to protect the environment, reduce operating costs and educate students and staff of the district on energy consumption.

**DIRECTLY RESPONSIBLE TO:** Director, Planning and Property Management

**SUPERVISION OVER:** Classified employees as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Plan, organize, and coordinate the functions of the district's energy/utilities management program.
2. Compile and analyze data and prepare reports and recommendations relative to district energy and water conservation programs and promote energy and water conservation measures; identify and investigate causes of energy and water waste; and evaluate and recommend energy-savings products.
3. Develop and manage district-wide energy/utility budgets.
4. Develop and implement the district's energy/utilities management program standards and goals.
5. Supervise, evaluate, and hold accountable the performance and professionalism of operational staff as assigned.
6. Interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff.
7. Work with administrative and other district staff, energy/utility service providers, and public and private agencies, as necessary, to pursue and implement reductions in the district's energy consumption and assist with solicitation of alternative funding; make site visits as required to interpret and implement energy/utility efficiency policies and procedures; communicate regularly with site administrators and maintenance/custodial staff as to the status of their buildings' energy consumption.
8. Develop and maintain contact with Federal and State agencies regulating and overseeing energy consumption; monitor state and national energy policy trends.
9. Develop, promote, and evaluate energy awareness programs within the district; arrange workshops for district staff and present energy and water conservation programs to students and school staff.
10. Research and manage rebate programs, outside funding sources and energy grant opportunities on behalf of the district.
11. Provide energy consultant services to the district with respect to modernization and construction of facilities and in specific functional areas.
12. Develop expenditure plans for Proposition 39 projects and monitor the progress of conservation projects; compare actual costs with estimates and projected savings.
13. Collaborate with contractors and maintenance supervisors to create, implement, and evaluate

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procedures/processes that support resource/time conservation.

14. Communicate and collaborate with other administrators, district personnel, outside organizations, and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
15. Provide assistance and coordination related to the district's bond construction program.
16. Select, supervise, and evaluate energy efficiency related consultants, including design professionals and construction consultants, and construction contractors.
17. Model district standards of ethics and professionalism.
18. Attend conferences, read journals/papers, take courses, and attend workshops to remain current with the latest energy/utilities management program improvements/technologies.
19. Provide a positive climate of interaction and communication between district staff, families, and the community, as related to Facilities and Maintenance.
20. Perform related duties consistent with the scope and intent of the position.

### QUALIFICATIONS

#### Education and Experience:

Education, formal training, or job experience equivalent to a bachelor's degree from an accredited college or university, with emphasis in mechanical systems, resource conservation, environmental science, construction management, business, public administration, or a related field; previous management or supervisory experience in facilities, construction and/or energy management is highly desirable.

#### Knowledge, Skills, and Abilities:

- Knowledge of budget preparation and control
- Knowledge of principles of facility operations and maintenance
- General knowledge of energy, utilities, and HVAC systems, utility rate structures, and energy savings techniques
- Knowledge of state programs established to reduce energy consumption
- Knowledge of regulations mandated by the California Public Utilities Commission (CPUC) and the California Energy Commission (CEC)
- Knowledge of objectives and organization of an energy management program
- Knowledge of general principles of conducting building energy audits and cost benefit analysis
- Knowledge of techniques of data collection, analysis, graphic presentation, and report preparation
- Knowledge of principles and practices of administration, supervision, and training
- Knowledge of public speaking techniques
- Knowledge of effective oral and written communication skills
- Knowledge and skill in the operation of a computer and related software
- Ability to coordinate, schedule, and prioritize multiple energy/utilities efficiency projects
- Ability to compile statistical data and prepare tables, charts, and graphs
- Ability to analyze energy and water consumption data for costs and savings
- Ability to make sound recommendations for resolution of problems or changes
- Ability to conduct meetings and make effective presentations
- Ability to read and interpret blueprints, sketches, shop drawings, manuals, contract specifications, and diagrams
- Ability to work effectively in a demanding environment
- Ability to interpret laws, codes, and regulations and their application to energy conservation

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- Ability to maintain current knowledge of technological advances in the field
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures
- Ability to work independently with little direction
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to prioritize and schedule work
- Ability to prepare clear and concise reports and make recommendations regarding report findings
- Ability to supervise and evaluate the performance of assigned staff
- Ability to meet district standards of professional conduct as outlined in board policy
- Ability to be sensitive to and understand the diverse academic, socioeconomic, cultural and ethnic background of the staff, students, and the community the district serves

### WORKING CONDITIONS

#### Work Environment:

- Indoor office environment
- Occasional outdoor setting
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Hear and speak to make presentations and exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- See to read, prepare documents and reports, view a computer monitor, and inspect work
- Climb on ladders and scaffolding to inspect work; walk or stand for extended periods of time; bend at the waist, stoop, and reach overhead, above the shoulders, and horizontally to retrieve and store files and inspect buildings; lift light objects

#### Hazards:

- Exposure to safety hazards routinely associated with construction sites and maintenance spaces is possible.

#### Other Characteristics:

- Must have a valid California driver's license
- Provide personal automobile and proof of insurance
- Available to work during nights and weekends
- Willingness to monitor projects during nights and weekends other than normal work hours

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/23/2015