

Job Title: Asst. Director/ Energy Manager **Exemption Status/Test:** Exempt/Executive*

Reports to: Director of Maintenance

Date Revised: 12/6/18

Dept./School: Maintenance

Primary Purpose: Assist in managing district's maintenance and custodial operations. Assist the director in daily activities. Work directly with Maintenance staff by informing them of day to day operations of the district. Help to provide a physical environment that is functional, safe, clean, and attractive. Direct and manage the energy management program. Develop and oversee an integrated districtwide energy management program that ensures efficient and effective use of energy resources and meets the comfort, health, and safety needs of students and staff.

Qualifications:

Education/Certification:

HS Diploma or GED

Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of basic principles of construction, school plant maintenance, and custodial operations

Ability to conduct on-site inspection of district facilities

Asst. in maintaining allotted budget

Ability to implement policy and procedures

Ability to interpret data

Ability to read blueprints and schematics

Strong organizational, communication, and interpersonal skills

Knowledge of energy management program development and implementation

Knowledge of heating, ventilation, and air-condition systems (HVAC)

Ability to use energy accounting and building automation software

Ability to analyze and interpret data

Experience:

____ years supervisory experience in maintenance operations

____ years experience in maintaining a large plant or building

Major Responsibilities and Duties:

Building Maintenance and Repair

Assist to make sure that district facilities are functional, safe, clean, and well maintained.

Assist in preparing plans and specifications for contracted repair work and site improvement

Analyze energy usage and conduct needs assessment for improvement of energy management procedures, equipment, and systems. Make recommendations for changes based on findings.

Work cooperatively with building principals and facilities directors to support use of school facilities for extracurricular activities in a manner consistent with energy management guidelines.

Oversee the installation, repair, and modification of energy management equipment in district facilities. Recommend the disposal and replacement of obsolete equipment when needed.

Direct the work of energy efficiency technician

Policy, Reports, and Law

Help compile, maintain, and file all reports, records, and other documents required including timekeeping records.

Budget and Inventory

Plan and direct inventory and stock control program for equipment and supplies.

Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.

Submit invoices and purchase orders for approval through the Maintenance Director.

Personnel Management

Help to select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Prepare, review, and revise maintenance department job descriptions.

Safety

Maintain safety standards in conformance with federal, state, and insurance regulations and district requirements and develop a program of preventive safety.

Ensure that equipment is maintained in optimum operating condition.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of skilled craftsmen, lead custodians, grounds supervisors, and support staff assigned to maintenance department.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; district vehicle

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*