



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

ENERGY AND ENVIRONMENTAL SPECIALIST

LOCATION:

Department of School Facilities

POSITION SUMMARY:

The Energy and Environmental Specialist will be responsible for system wide resource management and energy conservation, associated cost saving initiatives, and producing data driven performance reports. Additionally responsible for the oversight of Calvert County Public Schools' (CCPS) Green School Program, including recertification of all schools and monitoring recycling.

REPORTS TO:

Director of School Facilities, Supervisor of Maintenance or designee

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Bachelor degree in energy conservation, natural resource management, or environmental management required; masters in related field preferred. Related years of work experience may be considered.
2. Must have MAEOE certification as a Maryland Green School Green Leader

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Demonstrated management, leadership, and human relations skills.
2. Ability to oversee and coordinate the conservation efforts of Calvert County Public Schools' students and employees.
3. Ability to communicate effectively both orally (public speaking) and in writing
4. Have knowledge of local, state, and federal policies pertaining to energy management and conservation.
5. Have working knowledge of Microsoft Office programs, with proficiency in Excel.

6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
7. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Collaborates with the Director of School Facilities or designee on resource management and energy conservation matters and helps develop and co-write the Resource Management and Energy Conservation Plan.
2. Works with the Department of School Facilities to produce monthly energy reports for each individual school during the school year.
3. Collaborates with the Division of Instruction to develop and implement instructional materials related to resource management and energy conservation.
4. Works cooperatively with the Department of Instruction in supporting school teams with the school-based Green School team application.
5. Works with each individual school to create a plan for recertification as Green Schools.
6. Serves as a liaison between school-level Green Teams and local environmental groups.
7. Collaborates with professional, technical, and trades staff with regards to conservation projects.
8. Assists in coordinating the efforts of all school employees regarding energy and conservation matters.
9. Plans, develops, and manages the energy and utilities management program to implement a comprehensive energy conservation program.
10. Develops and implements strategic plans to achieve reductions in energy consumption.
11. Optimizes the efficient energy use and cost at facilities through the review and analysis of utility consumption information and operation data.
12. Monitors and calculates energy savings at facilities, including energy savings incentive programs
13. Monitors budget and expenditures for utilities and capital expenditures to achieve maximum return for the investments made to enhance, upgrade, or develop energy conservation programs and systems
14. Stays abreast of current technologies and trends in energy and utilities management to conserve energy and reduce consumption through the design and construction of buildings and building infrastructure (e.g., heating, cooling, ventilation, lighting, and plumbing systems).
15. Assists in developing policies and procedures to provide guidance on energy and utility issues.
16. Assists BSM's with heating oil consumption documentation and ordering refills
17. Oversees and coordinates facility surveys and inspections for energy management projects involving lighting improvements, air quality, water treatment, etc.
18. Coordinates with and provides expertise in areas concerning energy and utilities management programs
19. Actively seeks and secures grants and rebates associated with environmental and energy conservation
20. Thinks, concentrates, and interacts positively with others
21. Comes to work regularly and promptly
22. Works under stress and meets deadlines

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required or assigned by the Director of School Facilities, Supervisor of Maintenance or designee. Oversight of school recycling and production of system wide recycling reports, energy savings incentive program, and green school (re)certification.

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking, and is performed in a typical school environment.

UNUSUAL DEMANDS:

None

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees. All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers,

and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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