
PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5323
Salary Range: 42 (M2)

ENERGY AND SUSTAINABILITY MANAGER

JOB SUMMARY

Under administrative direction, plan, develop, coordinate and manage District-wide energy and sustainability programs and initiatives addressing energy use, resource conservation, and waste reduction; advise and provide recommendations regarding available energy saving measures and alternate energy sources; train and supervise the performance of assigned staff; 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 plans to communicate and publicize energy conservation and sustainability strategies to District employees, students and stakeholders through meetings, site visits, media opportunities and bulletins which raise internal and external awareness and support of the District's energy and sustainability programs. **E**
- Advise and provide recommendations regarding available energy saving measures and alternate energy sources to administrators, maintenance, and facility planning personnel. **E**
- Provide energy conservation input on capital projects and recommend the purchase of products and materials affecting energy consumption. **E**
- Monitor energy retrofit projects to assure conformance with plans, specifications and schedules. **E**
- Prepare estimates and budget allotments for efficient energy utilization for District facilities and sites. **E**
- Review energy consumption patterns and maintain or supervise the maintenance of records on District energy and water consumption; maintain records of federal energy grants received by the District; assure the District participates in available rebate programs. **E**
- Perform energy audits of District facilities to analyze the effectiveness of energy systems; meet with school administrators and plant supervisors to assist with the implementation of energy saving practices and measures 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***
- Evaluate District energy and sustainability programs to determine if specific energy savings are achieved in accordance with contract terms and conditions. ***E***
- Evaluate the cost-effectiveness, environmental risk, technical feasibility and integration capability of sustainability projects and initiatives. ***E***
- Develop and implement procedures and methodologies to enhance or evaluate the viability or success of sustainability programs and initiatives. ***E***
- Communicate with site staff, administrators, consultants, vendors and outside agencies to exchange information, coordinate activities, respond to inquiries and resolve issues and concerns regarding energy and sustainability programs. ***E***
- Oversee and monitor the work of consultants to assure timely completion of projects within established budgets and timelines; prepare summary reports of ongoing projects. ***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; make presentations regarding the District's energy and sustainability programs. ***E***
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; represent the District in energy and sustainability matters; drive a personal vehicle to conduct work. ***E***
- Supervise and evaluate the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Report safety hazards observed at sites to maintenance branch personnel. ***E***
- Perform related duties as assigned.

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 and Sustainability Manager plans, develops, coordinates and manages District-wide energy and sustainability programs and initiatives to address energy use, resource conservation, and waste reduction. An incumbent designs and oversees the implementation of energy and sustainability programs that District staff and students can practice in their daily activities. An incumbent works closely with and advises District facility planning and maintenance personnel on energy system replacement and installation and communicates with personnel at all levels across the District to promote and encourage energy awareness and sustainability.

EMPLOYMENT STANDARDS

Knowledge of:

Objectives and organization of an energy management program.
Working knowledge of the operations and structure of energy systems.
Principles, practices and current trends in sustainability.
Communication techniques and technologies.
Applicable laws, codes, ordinances and regulations related to sustainability, alternative energy, green building and related areas.
Utility rate schedules and billing procedures.
Emerging technological advances in sustainability practices.
Water and energy conservation efforts and practices.
Principles of budget, grant and contract preparation, management, and administration.
Techniques of data analysis and report preparation.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Modern office equipment including a computer and assigned software.
Principles and practices of supervision and training.
Public speaking techniques.

Ability to:

Plan, develop, coordinate and manage District-wide energy and sustainability programs and initiatives.
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.
Conduct energy and sustainability assessments including the analysis of 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 and sustainability.
Develop, revise and implement procedures.
Plan, prioritize and organize work.
Adjust to changing priorities.
Work independently with little direction.
Prepare and deliver oral presentations.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Train, supervise and evaluate the performance of assigned staff.

Education and Training:

Bachelor's degree in environmental studies, energy management, architecture, urban planning, business administration, public administration or a related field.

Leadership in Energy and Environmental Design (LEED) Accredited Professional (AP) certification or certification as a Certified Energy Manager (CEM) is preferred.

Experience:

Three years of experience managing programs and initiatives in water or energy conservation, sustainability or energy management. Experience in a school district or similar public agency is preferred.

Two years of additional energy and sustainability experience may be substituted on a year for year basis for up to two years of the required education.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California Class C Driver's license.

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.

Driving a vehicle to conduct work.

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: 11/21/2002

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