



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Energy Educator/Manager

(Rev. 12/17/2012, Rev. 04/28/2016)

### Qualifications:

1. Possess high school diploma or equivalent.
2. Demonstrates computer literacy, and is able to interpret technical data as presented by utility companies.
3. Possess the ability to communicate with technical and non-technical individuals.
4. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### Reports To:

School Business Administrator/Board Secretary

### Job Goal:

To develop and monitor the Districts' energy management program under approved Policy & Guidelines, for the purpose of reducing utility consumption. Goals are for both Kingsway Regional and South Harrison School District.

### Performance Responsibilities:

1. Publicity and Organization involvement:
  - a. With the assistance of Energy Education, establish a program to promote energy conservation through positive feedback to all levels of the District and involve all personnel in taking ownership for success of program.
  - b. Coordinate with internal and external PR support to utilize all media opportunities to promote successes of the Districts' energy management program.
2. Administration and record keeping:
  - a. Serve as Districts' representative at management-level meetings, seminars and conferences relating to energy use and conservation.
  - b. Advise, assist and make recommendations to the School Business Administrator on alternate energy sources, consumption and general energy conservation measures.
  - c. Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
  - d. Provide input on capital projects related to energy management and the purchase of any products that affects energy consumption.
  - e. Prepare energy requirement estimates and budget allotments for all District facilities and develop procedures for efficient utilization of energy sources.
  - f. Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the District.
3. Accountability and reporting:



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- a. The Energy Educator/Manager reports directly to the School Business Administrator at least once monthly as to status of the Districts' energy consumption.
  - b. Report as required to the Board of Education on status and success of program.
  - c. The Energy Educator/Manager provides regular communication with principals and custodial staffs, as to status of their buildings' energy consumption.
  - d. Report to the Supervisor of Buildings and Grounds any safety hazards observed.
4. Implementation and compliance:
- a. Regular "walk-through" audits of all the Districts' facilities to insure operating efficiency, optimum educational environment, and compliance with Districts' energy policy.
  - b. Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
  - c. The Energy Educator/Manager is responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the District.
  - d. Organize program wherein building reads all meters on same days as utility companies.
  - e. Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
  - f. Insure that the District is on proper utility rate schedule and is receiving correct billing.
  - g. Insure District participation in any rebate program offered.
5. Energy management systems:
- a. Coordinate with the maintenance supervisor, installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
  - b. Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
  - c. Work with the building and maintenance personnel on proper operation of the systems and equipment. Attend all scheduled in-services on the energy management system.
6. Working conditions:
- a. Work is performed in an office (20%) and in the field (80%).
  - b. Commitment to irregular hours (night, weekend, holiday and summer).
  - c. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Hourly Employees
Pay Grade/Compensation Structure:	G19
Evaluation:	In accordance with Board policy
Job Code:	9000



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