

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: ENERGY MANAGER

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, implement, and administer a comprehensive program in the area of energy management; organize and direct accountability for energy consumption at every level in the school district; develop, implement, and monitor the District's efficiency standards, conservation, and awareness programs under board-approved policies for the purpose of reducing utility consumption and carbon footprint; assist with facilities projects in planning, organizing and reviewing the design and construction of new and rehabilitation of existing school buildings and district facilities; train, supervise and evaluate the performance of assigned personnel. The Energy Manager must be strong team builder, reflect positive, collaborative leadership skills, and show creativity and visionary capabilities.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Develop and implement the District's energy/utilities management program standards and goals; plan, organize and direct a program to promote energy conservation through positive feedback to District levels and involve personnel in taking ownership for success of program.

Coordinate with internal and external public relations support to utilize media opportunities to promote success of the District's energy management program.

Serve as District representative at management-level meetings, seminars and conferences relating to energy use and conservation; develop and maintain contact with federal, state and local agencies and monitor state and national energy policy trends.

Provide input on contractual support activities and capital projects related to energy management and the purchase and implementation of any products that affect energy consumption.

Prepare energy requirement estimates and budget allotments for District facilities and develop procedures for efficient utilization of energy sources.

Develop, monitor, maintain, and update record keeping procedures.

Maintain and analyze energy (including Solar and battery storage), water, sewer, natural gas consumption and solid waste records and data. Maintain records of federal, state, or local energy conservation grants received by the District; provide regular communication with principals, department directors, and custodial staffs as to the status of their buildings' energy consumption.

Conduct regular inspections and audits of District facilities to assure operating efficiency, optimum educational environment and compliance with district's energy policy and guidelines.

Coordinate usage of facilities and assure proper space utilization consistent with energy conservation; implement of weekday, weekend, holiday, and summer shutdown checklists for every building in the district; implement night setback programs for buildings on weeknights, weekends, holidays and summer recess.

Assure that the district is on proper utility rate schedule and is receiving correct billing; seek and assure district participation in available grants/rebate programs.

Coordinate, with the maintenance director the development, installation, training, update and/or repairs of energy management systems; maintain wiring and installation diagrams of the systems.

Assist with the design and maintenance of the programming for computerized energy management system, building controls, and metering, hardware and software to assure operating efficiency and accuracy; update programs as necessary.

Collaborate with the building and maintenance personnel on proper operation of the systems and equipment; attend scheduled in-services on the energy management system.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions including alternate energy sources, consumption and general energy conservation measures; assist in the formulation and development of policies, procedures and programs.

Prepare and/or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Analyze relevant data in order to make judgments related to all areas of job responsibility.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Coordinate and directs the work of consultants, vendors, and contractors as appropriate.

Work cooperatively with all departments concerning the planning, design and construction administration functions of all District facilities, including preparation of energy expenditure reports and data to support various department and school sites as required.

Assist Facilities Project Managers with administering, planning, and coordinating renovation and new construction projects; review compatibility with District standard specifications and construction documents.

Negotiate agreements with vendors, consultants, and contractors.

Administer water testing and reporting of district facilities.

Develop and prepare the annual preliminary budget for the Energy Management Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of a District energy management program.

Planning, organization and direction of the District.

Principles and practices of energy and utility conservation and sustainability practices.

Renewable energy technologies

Energy Management System (EMS)

Applicable sections of the State Education Code, State Energy Code and other applicable laws, codes, regulations, policies and procedures

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Methods of procurement for products and professional services.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct a comprehensive program to promote energy conservation.

Develop and implement energy-focused capital improvement programs.

Serve as District representative at management-level meetings, seminars and conferences relating to energy use and conservation.

Provide input on contractual support activities and capital projects related to energy management.

Prepare energy requirement estimates and budget allotments for District facilities.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Read blueprints and construction documents

EDUCATION AND EXPERIENCE:

Education: Graduation from high school supplemented by college-level coursework in energy management, business administration or related field. Bachelor's degree in Environmental Science or related field with emphasis in energy management and/or LEED certification preferred.

Experience: Three years of experience working in facilities management, energy management, operations or maintenance of energy related systems.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Walking to conduct inspections.

Climbing ladders to access roofs.

Bending, kneeling, crouching or stooping.

Utilization of hand or power tools.