Position: Environmental Support Manager	FLSA: Non-Exempt
Department/Site: Facilities and Strategic Planning	Salary Grade: 20
Evaluated by: Executive Director, Facilities and Strategic Planning	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

Under the direction of the Executive Director of Facilities and Strategic Planning, the Environmental Support Manager administers a comprehensive facilities planning and energy management program for the District. The Environmental Support Manager oversees a variety of energy efficiency projects related to the Proposition 39 grant (Clean Energy Job Creation Fund). This position will establish and promote programs designed to protect the environment, reduce operating costs and educate the students and staff of the District on energy consumption.

The Environmental Support Manager works under the direct supervision of the Executive Director, Facilities and Strategic Planning, as assigned, to establish accountability for energy consumption and conservation in the school district. The Environmental Support Manager is responsible for developing and monitoring the district's energy management program, recycling program, and conservation program under board-level policy and Superintendent's guidelines for the purpose of reducing utility consumption.

Basic areas of responsibility include: administration and record keeping, accountability, reporting, program implementation, promoting district stakeholder involvement, and validating energy management system compliance to the district's energy and conservation policy and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

Planning/ Implementation

- Establish a program that achieves accountability for energy consumption at every level in the school district, promotes energy conservation through positive feedback to all levels of the District, and involves all personnel and students in taking ownership for success of the program
- Utilize media opportunities to promote successes of the district's energy conservation program. Coordinate and provide appropriate publicity for the program.
- Plan, organize, coordinate and implement functions related to energy management systems and compliance-related issues.
- Involve all levels of District staff in understanding and assisting with efficient utilization of energy.
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption.
- Prepare energy requirement estimates and budget allotments for all district facilities and develop procedures for efficient utilization of energy sources.
- Assist with the design and maintenance of the programming for computerized energy management system to ensure operating efficiency. Monitor program updates as necessary.
- Work with the maintenance and operations personnel on proper operation of the systems and equipment. Attend all scheduled in-services on the energy management system.
- Serve as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.

- Advise, assist and make recommendations to the Superintendent or designee on alternate energy sources, consumption and general energy conservation measures.
- Provide administration of the program and maintain required record keeping utilizing a computer and applicable software.
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the district.
- The Environmental Support Manager reports directly to the Executive Director, Facilities and Strategic Planning at least once weekly as to status of the district's energy consumption.
- Report to the Director Maintenance and Operations or designee any safety hazards observed.
- Regular "walk-through" audits of all the district's facilities to ensure operating efficiency, optimum educational environment and compliance with district's energy policy.
- Coordinate usage of facilities and ensure proper space utilization consistent with energy conservation.
- The Environmental Support Manager is responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
- Ensure compliance with district's custodian affidavit program to ensure efficient energy usage by custodial staff during summer work programs.
- Organize program wherein building principal or custodian reads all meters on same days as utility companies.
- Monitor night setback program for every building on weeknights, weekends, holidays and summer recess.
- Ensure that the district is on proper utility rate schedule and is receiving correct billing.
- Ensure district participation in any rebate program offered.
- Coordinate, with the Director of MOT, installation and/or repairs of energy management systems. Monitor wiring and installation diagrams of the systems.
- Perform related duties and responsibilities as required.
- Develop and conduct related trainings.
- Report quarterly to the Board of Trustees on status and success of program, including preparation and presentation of quarterly reports to the Board of Trustees
- The Environmental Support Manager provides regular communication with principals and custodial staffs as to status of their buildings' energy consumption.
- Establish a program to promote energy conservation through positive feedback to all levels of the district and involve all personnel and students in taking ownership for success of program.
- Monitor, adjust and implement District-wide recycling and waste management program

QUALIFICATIONS

Knowledge of:

The Environmental Support Manager will be required to understand, monitor, and implement all the program implementation guidelines of Proposition 39: the California Clean Energy Jobs Act of 2013, as they apply to the school District and its Charter schools.

Ability to:

- Manage and coordinate energy conservation management functions.
- Understand, accurately interpret and communicate to managers, employees and the public applicable laws, rules, regulations and guidelines.
- Analyze complex problems and develop efficient and effective solutions and alternatives.
- Prepare clear and concise reports.
- Operate a computer and software to develop, direct and maintain computerization necessary for energy management functions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and with limited supervision.

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- Exercise good judgment.
- Analyze situations accurately and adopt an effective course of action.
- Collect, analyze and interpret technical data and communicate effectively to non-technical individuals.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Communicate at a high level and in a persuasive manner using tact and diplomacy.
- Maintain favorable public relations.
- Follow good health and safety principles and practices.

ENVIRONMENTAL CONDITIONS:

Work may be performed in both an internal and external environment with occasional exposure to inclement weather and varying temperatures. Work is performed in an office (40%) and in the field (60%)

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires:

- Commitment to irregular hours (night, weekend, holiday and summer audits)
- Must be able to climb, bend, stoop, and reach
- Must be able to walk and stand for long periods
- Working in confined spaces is sometimes required
- Must be able to push, pull or lift at least 50 pounds
- Must be able to read various forms of written materials and must be able to recognize different signs and symbols
- Hand/eye coordination and manual dexterity to keyboard, operate a telephone and office business machines.
- Normal physical strength and endurance for standing, sitting, bending, reaching, walking and lifting and carrying of lightweight materials.
- Mental ability to think quickly, logically and handle multiple tasks/projects simultaneously.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions
- Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone
- Sufficient hearing to conduct conversations in person and over the telephone
- Visual acuity and depth perception to read a variety of materials and inspect work in progress
- Use of ladder
- Subject to driving between sites, must possess valid CA driver's license

EDUCATION AND EXPERIENCE

- Experience should include five (5) plus years of energy management and demonstrate innovative leadership and vision.
- Experience administering a comprehensive facilities planning and energy program in a K-12 school district, community college/university organization is highly desirable.
- Graduation from a four-year accredited college or university with a degree in Environmental Studies or Business Management is desired.
- LEED Accredited Professional desired

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- Certified Energy Manager Certification from the Association of Energy Engineers desired
- California Registered Architect desired

LICENSES AND CERTIFICATES

Possession of a valid California Drivers' License and proof of insurance are required

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