

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4273 Manager of Energy Procurement

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REVISED

JOB TITLE: MANAGER OF ENERGY PROCUREMENT

REPORTS TO: Executive Director of Facilities, Maintenance and Custodial Services or designee

NATURE AND SCOPE OF JOB:

Under direction of the Executive Director of Facilities, Maintenance and Custodial Services the Manager of Energy Procurement monitors energy consumption and expense for all facilities in the District. The Manager of Energy Procurement will manage, track, assess, and recommend changes for economic performance of utilities and energy equipment. In addition, the Manager of Energy Procurement will also participate in facilities acquisition and development to maximize opportunities for energy-efficiency renovations and sound energy design.

QUALIFICATIONS:

The Manager of Energy Procurement shall:

1. Hold a Bachelor's degree in engineering, or a field related to the energy procurement for public entities.
2. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Have strong quantitative analysis skills and knowledge of utility data.
5. Familiarity with facility management issues, building systems, and maintenance practices.
6. Ability to manage and use databases and relevant software programs.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.

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11. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Manager of Energy Procurement shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Manager of Energy Procurement shall:

1. Set up data tracking systems and protocols for energy consumption and expense.
2. Recommend policies and regulations relevant to energy procurement.
3. Develop internal energy reporting/communications systems.
4. Coordinate energy construction activities with contracted consultants and constructors to expedite processes relevant to project requirements and schedules.
5. Review and recommend requests, claims, performance notices, and/or other actions related to energy procurement and utility maintenance which require written approval.
6. Review current utility procurement contracts and manage negotiation of new rates and contracts where needed.

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7. Assess staff training requirements necessary to accomplish program objectives, and target technical, administrative, and management training needs on an annual basis.
8. Schedule training for assigned personnel.
9. Attend meetings regarding projects and capital improvement programs.
10. Conduct a self-inspection program to ensure compliance with statutes, administrative code, and Board policies and regulations.
11. Confer with representatives of state agencies to provide advice and assistance in design and construction issues encountered in the management of public work projects.
12. Administer and monitor contracts to ensure that work or services are in conformance with contract documents.
13. Develop inventory of energy-related equipment in buildings.
14. Develop construction/rehabilitation standards for energy- and water-consuming equipment, policies for equipment replacement, and related procurement/work order procedures and other practices.
15. Develop measures to assess economic performance of energy management function.
16. Review and recommend budgetary items.
17. Direct the preparation of reports and studies containing findings and recommendations related to construction.
18. Participate with other staff in the development of long and short-range planning.
19. Maintain energy equipment inventory and monitor and confer with other staff regarding equipment maintenance, repair and replacement.
20. Participate in the site capital and operating budget processes with respect to energy- related equipment upgrades and utility expenses .
21. Research and pursue financial assistance for energy measures or initiatives available from utilities, agencies, foundations or other entities.
22. Maintain integrity and confidentiality in division and programs operations.
23. Serve on school district committees.
24. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
25. Use computers and/or electronic equipment to fulfill job functions.

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26. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
27. Participate in appropriate in-service and workshop programs and attend any required meetings.
28. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
29. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
30. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Executive Director of Facilities, Maintenance and Custodial Services or designee shall evaluate the Manger of Energy Procurement in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved

5-1-2014
Date