



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Director of Energy Mgt.

Exemption Status: Exempt

Reports to: Asst. Supt of Finance & Operations

Pay Grade: 06

Works with: District Personnel

Days: 226

Dept. /School: Energy and Air Conditioning

Date Revised: 08.03.2020

Primary Purpose:

Plan, organize, and coordinate the energy management program for the district. Ensure efficient and effective energy management districtwide. Implement an energy management program to ensure the comfort, health, and safety of students and staff.

Prerequisites:

- High School Diploma or GED; and
- Current Type A Air Conditioning Contractor's License.

Special knowledge/skills:

- Five years experience in installing, repair and maintenance of air conditioning systems.
- Five years experience managing/supervising a group of technicians.
- Skilled in installation and maintenance of equipment and controls.
- Experience on all sizes of HVAC equipment including centrifugal and air cooled chillers.

Major Responsibilities and Duties:

1. Develop and coordinate district energy management program.
2. Plan and conduct needs assessment for improvement of energy management procedures, equipment, and systems.
3. Coordinate the installation, repair, and modification of energy management equipment in district facilities.
4. Travel to district facilities regularly to inspect monitoring devices and utility usage.
5. Establish and implement a setback program for all district facilities.
6. Set up energy monitoring devices in school facilities to plot energy usage and temperature changes during extended periods of time.
7. Work cooperatively with building principals and facilities directors to support scheduled use of school facilities for extracurricular activities.
8. Communicate energy management guidelines to district staff.
9. Make presentations on resource conservation activities with local, state, and federal conservation groups.

10. Maintain utility usage database, including analyzing and interpreting data.
11. Maintain physical and computerized files to document activities and information, including wiring and installation diagrams of all energy management systems.
12. Communicate on a regular basis, with campuses and departments regarding energy consumption and conservation.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
14. Administer the energy management budget and ensure that programs are cost-effective and funds are managed wisely.
15. Review bids, contracts, payments, or other financial documents related to energy management projects.
16. Coordinate the purchase of all energy management equipment and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.
17. Recommend the disposal and replacement of obsolete equipment when needed.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent districtwide travel; work indoors and outdoors to conduct on-site inspections.

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____