



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: Secretary, Energy Management

Exemption Status: Non-exempt

Reports to: Director of Construction &
Energy Management

Pay Grade: 04

Works with: District Employees/Public

Days: 260

Dept./School: Construction and Energy Mgmt. Dept.

Date Revised: 07/23/2020

Primary Purpose:

To perform all clerical work and support all construction management personnel (in office and in field) so that department production and performance objectives are met in a timely manner with quality results.

Prerequisites :

- High school diploma or GED

Special Knowledge/Skills:

- Ability to operate computer, modem and printer systems and general office equipment.
- Ability to hoist, lift and move 50 pound objects and climb ladders, scaffolding and stairs.
- Knowledge of construction trades procedures, HVAC, Thermal storage, Electrical and energy management systems.
- Preventative maintenance of all energy management systems experience.
- Valid Texas Drivers License.

Major Responsibilities and Duties:

1. Answer telephone & handle all correspondence.
2. Perform typing, posting and copying.
3. Maintain department library and equipment records.
4. Maintain department files, supplies and inventories.
5. Maintain construction files/plans/specifications/data.
6. Assist in keeping electric utilities and deregulation files.
7. Assist on all department billing/payment procedures.
8. Assist in maintaining files, records, scheduling, etc. on preventative maintenance of HVAC, Energy Management, Thermal storage equipment system and/or programs.
9. Willing to be trained in the unique operation of the department.
10. All other duties as assigned.

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: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

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 _____