Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Director of Operations/Energy Management**

Qualifications:

Education: Bachelor's degree in Education, Business, or related field, or a minimum of five years' experience in the field of energy conservation management

Special Skills, Knowledge, Abilities:
Must have the ability to perform as a leader in such a way that energy conservation is maximized.

Must be able to read various forms of written materials, charts, graphs, energy consumption reports, and all materials relative to energy consumption/conservation.

Must be able to operate standard office equipment and utilize pertinent software applications for planning and managing projects, budgeting, and financial management.

Must be able to communicate effectively, both orally and in writing.

Demonstrates effective, positive interpersonal and communication skills with students, parents, and staff.

Job Goal (Purpose of Position): Under limited supervision, performs administrative tasks in developing, implementing, and managing the energy conservation program of Moore Public Schools. The incumbent of the position works extensively with the Operations and Finance Department, school administrators/employees, and with local utility companies in an effort to manage and reduce energy consumption. Work also involves implementing training programs pertaining to matters of energy conservation.

Contact with Others: An incumbent of this position has regular contact with persons inside and outside the district. Such contact requires tact, diplomacy, independent judgment, and problem-solving skills. The employee also has contact with groups in making formal presentations. The employee must maintain confidentiality in performing job duties.

Essential Job Functions (Performance Responsibilities):
1. Works with the City of Moore Planning Commission and the Oklahoma City Planning Commission on site locations and building code requirements.

2. Monitors a preventative maintenance program for school facilities as established by Director of Maintenance.

3. Works with the administrative staff to prioritize and coordinate summer repair and remodeling.

4. Assimilates and recommends priorities for major maintenance requests from building principals.

5. Supervises maintenance services, custodial services, transportation services, and warehouse services through the appropriate director.

6. Prepares data and formulates proposals to meet needs in areas of responsibility.

7. Works with the school architects in the preparation of plans and soliciting bids for school construction.

8. Prepares cost estimates for construction and repair as requested.

9. Monitors school construction projects under contract.

10. Inspects school facilities for preventative maintenance needs and possible safety hazards.

11. Performs other duties as delegated by the Superintendent or Designee.

12. Develops and coordinates a comprehensive energy management program.

13. Works collaboratively with utility companies to establish a program to promote energy conservation through positive feedback to all levels of the district and involves all personnel and students in taking ownership of the success of the program.

14. Serves as district representative at management level meetings, seminars, and conferences related to energy use and conservation.

15. Advises, assists, and makes recommendations to his/her supervisor on alternate energy sources, consumption, and general energy conservation measures.

16. Develops and maintains contact with Federal and State agencies and monitors State and National policy trends relative to energy use.

17. Maintains all energy and water consumption records and data.

18. Applies for available State and Federal grants relative to funding for energy conservation. Maintains records of State and Federal energy conservation grants received by the district.

19. Provides regular communication with principals and custodial staff as to the status of energy consumption in the district's facilities.

20. Conducts regular walk-through audits of all facilities to ensure operating efficiency, optimum education environment, and compliance with the district's energy plan.

21. Implements weekday, weekend, holiday, and summer shutdown checklists for every district facility.

22. Ensures that the district is on the proper utility rate schedule and is receiving correct billing.

23. Ensures district participation in any rebate programs offered.

24. Reports monthly to his/her supervisor as to the status of the district's energy consumption.

Supervision Exercised: Assist the Executive Director of Operations in supervising a large staff of employees. Has the responsibility to develop training and to evaluate employees.

Reports To: Executive Director of Operations

Physical/Mental Requirements and Working Conditions:
The incumbent of the position must be physically able to operate a motor vehicle. He or she must be able to exert the amount of force necessary to lift, carry, push, and pull. Must be able to bend, stoop, and climb. Work requires walking or standing to a significant degree. Some irregular hours may be required (nights, weekends, and holidays).

Terms of Employment: Twelve-month year (250 days)

Salary: To be established by the Board of Education

Evaluation: Performance will be evaluated by the Director of Operations

Approved 12/08/2014
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