LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Energy and Operational Specialist	**REPORTS TO**:	Assistant Superintendent
DEPARTMENT:	Facilities & Operations	**CLASSIFICATION:**	Classified Management
FLSA:	Exempt	**WORK YEAR:**	245 Days
ADOPTED:	September 11, 2013	**SALARY RANGE:**	Classified Management Schedule

JOB PURPOSE STATEMENT:
Under the direction of the Assistant Superintendent/designee, this position is responsible for establishing accountability for operations and energy consumption at every level in the organization; developing and monitoring the organization's operations and energy management program based on Board Policy and Administrative Regulations, and for the purpose of reducing utility consumption and establishing operational custodial and grounds efficiency throughout the District

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.)

ESSENTIAL JOB FUNCTIONS:
- With assistance from the Assistant Superintendent, Director of Maintenance and Operations, and the District's energy conservation consultant; supervises, leads, plans, organizes, controls, recommends, oversees, and directs the District's energy conservation program and custodial/grounds operations
- Coordinates internal and external public relations support to utilize all media opportunities to promote successes of the District's energy management and operational programs
- Serves as the District's representative at management-level meetings, seminars and conferences relating to energy use, conservation, and overall operations
- Advises, assists, and makes recommendations to the Assistant Superintendent on alternate energy sources, consumption, general energy conservation measures, and overall operations
- Develops and maintains contact with federal and state agencies and monitor state and national energy policy trends
- Provides input on contractual support activities (capital projects) related to operations, energy management and the purchase of any products that affect energy consumption
- Prepares estimates and assists with budget allocations for District facilities; Develops procedures for efficient utilization of energy sources and operational needs
- Maintains energy (electrical and gas), waste management, recycle, and water consumption records and data; Maintains Federal energy conservation grant records received by the District
- Develops information and recommends operational policies and procedures for immediate and long-range financial management and planning regarding operations and energy conservation
- Assists with the coordination of facilities use, custodial, and grounds to insure proper space utilization consistent with energy conservation
- Insures site principal and/or site custodian or grounds reads all meters on a regular basis

- Implements evening setback programs for each District building on weeknights, weekends, holidays and summer recess
- Maintains constant communication and contact with the Assistant Superintendent concerning the day-to-day operations; Provides a monthly status report of the District's energy consumption; Provides quarterly reports to the Governing Board on the status and success of the District's energy conservation program; Provides regular communication with leadership, grounds, and custodial staff members as to the status of their buildings' energy consumption and operations; Reports to the Director of Maintenance and Operations any safety hazards
- Conducts regular "walk-through" audits and inspections of the District's facilities to insure operational efficiency, optimum educational environment, and compliance with District policy
- Assumes responsibility for the implementation of weekday, weekend, holiday, and summer shutdown checklists and inspection of District buildings
- Insures the District's is on the proper utility rate schedule and receives correct billing
- Insures District participation in rebate programs offered
- Works in collaboration with the Director of Maintenance and Operations regarding the installation and/or repairs of energy management systems
- Assists with the design and maintenance of the programming for computerized energy management system to insure operating efficiency; Updates District programs as necessary
- Works with site/District personnel on the proper operation of the systems and equipment; Attends scheduled in-services on the energy management system and custodial/grounds operations
- Provides technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; Assists in the formulation and development of operational policies, procedures and programs
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues/conflicts; Exchanges information and develops operational policies and procedures to encourage effectiveness and efficiency throughout the District; Attends and participates in staff meetings; Participates in/or coordinates professional growth activities
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's goals/objectives regarding operations and energy conservation as well as maintaining and carrying out adopted policies of the Governing Board and District administration; Ensures the integrity and security of the data in accordance with state guidelines and District Board policies
- Delegates functions and responsibilities to qualified assistants (if applicable) in such manner that the total operational program operates effectively and provides professional development for personnel
- Assures timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations; Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction
- Works collaboratively with the Superintendent, Deputy/Assistant Superintendents, Governing Board, Cabinet, District Office staff members, principals, certificated and classified personnel staff, and parents utilizing courtesy, tact, and diplomacy; Establishes and maintains effective and cooperative working relationships with those contacted in performance of duties
- Maintains the confidentiality of information used in personnel issues and/or District functions
- Establishes a communication network with other District/County-wide Operations and Energy Specialists; Demonstrates a high visibility throughout the sites and District, as well as maintaining a strong, collaborative interpersonal skills set

- Ensures that visitors, including administrators, staff, parents, and the public are received by site staff members utilizing optimal customer service
- Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted Policies and Administrative Regulations for evaluation and assessment; Recommends appropriate action in cases of substandard performances and identifies/encourages/coaches individual staff members with leadership potential **(E)**; Supervises and evaluates the performance of assigned staff; provide for continuing departmental staff training programs in energy conservation and operations
- Conducts meetings/conferences with management, certificated and classified staff, parents, and other community representatives
- Conducts administrative record keeping, accountability, reporting, and program implementation
- Promotes District employee involvement and validates operational and energy management compliance to the Organization's energy policy and guidelines
- Attends and participates in Governing Board and other meetings as required
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action
- Adheres to the Collective Bargaining Agreements; Prioritizes and manages multiple tasks
- Works independently, establishes and maintains project deadlines, manages multiple projects, works with a variety of individuals and groups, communicates orally and in writing, and travels to various locations
- Operates a computer and assigned software programs; operates other office equipment as assigned;
- Performs other duties as assigned.

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:
Knowledge of techniques and strategies for managing a large, diverse organization; district curriculum and school instructional programs; organizational development principles and practices; planning, organization and direction of procedural guidelines of the District's Facilities, Operations, and Fiscal Support Services Divisions; financial techniques required to recommend and direct activities of a large-scale operation; principles and techniques of budget preparation and management; oral and written communication skills; principles and practices of administration, evaluation, supervision and training; applicable laws, codes, regulations, policies and procedures; interpersonal skills using tact, patience and courtesy;

Ability to:
Ability to lead, recommend, direct, coordinate and supervise the energy conservation program and operational duties; analyze and interpret technical data and communicate the data to non-technical individuals; leverage communication skills to encourage change; maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations; communicate effectively both orally and in writing; speak publicly, interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative/effective working relationships with others; operate a computer and assigned office equipment; analyze situations accurately and adopt an effective course of action; meet schedules and time lines; work independently with little direction; plan and organize work; commit to irregular hours (evening, early mornings, weekends, and holidays); communicate effectively with technical and non-technical individuals; and provide operational supervision (as staff assigns)

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Education Required:
Combination of education and/or experiences in a related field equivalent to a Bachelor's degree in Technical/Business Management, Engineering Technology, Facility Management, Project Management, or related fields (desired)

Confidentiality:
The candidate shall sign a confidentiality and non-compete agreement with the District's energy conservation consultant - Cenergistic

Experience Required:
A minimum of three (3) years of professional experience in the operational facility side of a private or public organization

Licenses, Certifications, Bonding and/or Testing Required:
Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results; Certifications from CASBO, CASH, and/or ACSA in school business administration, construction management, school facility planning, chief business official, or labor relations (desirable)

WORKING CONDITIONS:
Environment:

- Work is generally performed in an office (20%) and in the field (80%)
- 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 25 pounds
- Must be able to read various forms of written materials and must be able to recognize different signs and symbols
- Hearing sufficient to communicate in person and hold telephone conversations in normal range.
- Must have mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Must have physical tolerance if exposed to dust, pollen, specific agents/chemicals, cleaners and foul smells
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may also occasionally be experienced
- Must have manual dexterity sufficient to write, use the telephone, operate computer, copy machine and other equipment with dexterity and in a safe and efficient manner
- Must use speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Demanding timelines
- Subject to driving to a variety of locations to conduct work during the day, evening, holiday, and weekend hours
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the community

Physical Abilities:

- Able to climb, bend, stoop, squat, twist, kneel, turn and reach overhead
- Able to bend at the waist, kneel and crouch
- Reaching overhead, above the shoulders and horizontally

- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties
- Hearing and speaking to exchange information in person and on the telephone
- Visual ability to read and to prepare/process documents and to monitor various services and personnel
- Sitting for extended periods
- Standing for extended periods
- Walking over rough or uneven surfaces
- Climbing and occasional use of stepladders
- Physical activity may be required, which could include moderate lifting

Hazards:

- Extended viewing of computer monitor
- Working with and around office equipment having moving parts
- Ability to respond to emergency calls at night or on the weekend