Adams 12 Five Star Schools

Job Description
Revised/Updated: **July 2026**

Job Title:	**Energy Engineer**	Job Code:	**3022**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range:	**L09**
Work Year:	**12 months**		

SUMMARY: Analyze and manage energy consumption throughout the District, and identify ways to improve the efficiency of energy using systems. Oversee operation of Building Automation Systems and associated HVAC equipment. Serve as key advisor on energy matters while reviewing cost estimates, specifications, drawings, construction documents, maintenance repairs and modifications. Ability and willingness to work with HVAC during on-call events for scheduling and BAS activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Troubleshoot HVAC systems and resolve complex technical issues in support of the HVAC Department to minimize cost, ensure optimum system performance and ensure occupant comfort. This requires familiarity with sequence of operations, Building Automation Systems and associated hardware.	W	30%
2. Analyze existing building systems and collect data on building operation, HVAC, electrical and lighting controls to determine energy usage and efficiency.	W	20%
3. Provide expert judgment and analyses for engineering design in order to ensure owner's requirements are fully documented, minimize first cost, improve energy efficiencies, ensure standards are met and coordinate electrical and control requirements.	W	15%
4. Coordinate building commissioning activities to ensure building systems meet the design intent and expectations of the owner.	M	15%
5. Lead and direct the work of consulting engineers and equipment suppliers on energy related projects and assist in establishing priorities for building renovations.	M	10%
6. Write and install energy management routines for building automation systems; focus is on scheduling and updating heating/cooling schedules.	M	5%
7. Provide HVAC support staff necessary training to ensure proper operation of HVAC and BAS systems; establish energy standards and goals, including integration of Energy Information Systems as they relate to building operation; and perform other duties as assigned.	Q	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum of five years of experience in energy management, HVAC and temperature controls.
- Bachelor's degree in an engineering, math or computer science program preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver's license.
- Certified Energy Manager preferred.
- Niagara 4 certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Specific knowledge of Niagara 4 and iNet Building Automation Systems highly preferred.
- Customer service skills and experience preferred.
- Oral and written communication, interpersonal, organizational, analytical and prioritization skills.

- Basic personal computer and business software skills.
- Knowledge of building system operation, maintenance and controls including HVAC, electrical and lighting.
- Ability to read and interpret systems and construction documents.
- Ability to accomplish tasks timely and with minimal supervision.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers.
- Business software applications.
- HVAC and electrical test instruments and meters.
- Building automation systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Manager, Energy and Sustainability	050301

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Partially responsible for developing, administering, monitoring, coordinating and initiating requisitions for the District utility budget.
- Participate in administering and monitoring the Utility budget.
- Initiate corrective actions for Utility Budget Errors.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	