

ENERGY EDUCATION SPECIALIST

DEFINITION

The Energy Education Specialist position will establish accountability for energy consumption at every level; responsible for developing and monitoring the organization's energy management program under board-approved Policies and Guidelines, and reduce utility consumption.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Facilities and Planning.

REPRESENTATIVE DUTIES: *Employee may perform any combination of the essential functions shown below [E]. This job 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 principal job elements.*

Plan, organize, and manage the functions of the district energy/utilities management programs; compile and analyze data; prepare reports and recommendations relative to district energy programs; and promote energy conservation measures (**E**). Develop and manage district-wide energy/utility budgets; develop and implement the district energy/utilities management program standards and goals (**E**).

Analyze district refuse removal, recycling activities, gas, water, and electrical consumption to identify usage trends; plan and evaluate energy conservation measures with district personnel (**E**).

Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends to insure district participation in any rebate program offered (**E**).

Ensure compliance with District Energy Conservation Policy and compatibility with District Standard Specifications with the construction documents, such as plans and specifications as necessary (**E**).

Maintain all energy consumption records and data. Maintain records of federal energy conservation grants received. (**E**).

Coordinate with internal and external PR support to utilize all media opportunities to promote successes of SUSD's energy management program, along with establishing a program to promote energy conservation through positive feedback to all levels of SUSD to involve all personnel in taking ownership for success of the energy conservation program (**E**).

Work with Manager-Mechanical Division on proper operation of the systems and equipment. Attend all scheduled in services on the energy management system (**E**).

Coordinate with Manager-Mechanical Division the installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems (**E**).

Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary (**E**).

Attend energy conservation conferences and workshops (**E**).

Implement weekday, weekend, holiday, and summer shutdown checklists for every building of SUSD (**E**).

Implement night setback program for every building on weeknights, weekends, holidays and summer recess (**E**).

Conduct regular “walk-through” audits of all SUSD facilities to insure operating efficiency, optimum education environment, and compliance with SUSD energy policy (*E*).

Verify and approve charges for utility and other related services as necessary (*E*).

Perform related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of energy conservation.
- Practices and patterns of school district energy consumption.
- Statistical analytical techniques.
- Public relations practices and public speaking techniques.
- Oral and written communication skills.

ABILITY TO:

- Evaluate energy usage patterns in a school district; recommend, implement, and monitor conservation techniques.
- Conduct studies on energy conservation; conduct basic statistical analysis and mathematical calculations.
- Prepare clear and concise reports; organize factual information.
- Communicate effectively in writing
- Communicate effectively in public speaking engagements are required
- Understand and interpret laws, rules, regulations and procedures.
- Establish and maintain effective working relationships with utility agency representatives, administrators, staff and general public.
- Develop and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

Combination of five (5) years or more of education, training and/or experience that provides the required knowledge, abilities and analytical skills, to perform the essential functions of the position; typical coursework would include social sciences, business, energy conservation or related field.

WORKING CONDITIONS:

Environment:

Work is performed in an office (20%) and in the field (80%)

Regular exposure to fumes, dust and odors.

As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

Enclosed work space (30%)

Hazards:

Working on ladders.

Physical Demands:

Employee in this position must have/be able to:

- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- See to perform assigned duties.
- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 60 lbs at waist height for short distances.
- Push/pull up to 100 lbs.
- Bend at the waist, kneel, crawl, crouch and stoop.

- Reach overhead, above the shoulders and horizontally.
- Climb ladders and work from heights.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

Salary Placement:

Management Team Salary Schedule

Tier 5, Range 2

12-month work year

Board Approved: 01/03/12

Management re-alignment effective 03/01/19