

ENERGY MANAGER**DEFINITION:**

Under direction of the Assistant Superintendent, Business Services, develop and monitor the District's energy management program; plan, coordinate, and establish accountability for energy consumption throughout the District; and direct the development of efficiency standards, conservation and awareness programs in the area of energy usage.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement the district energy management program; establish accountability for energy consumption throughout the school district; serve as district representative at management level meetings, seminars and conferences relating to energy use and conservation.
- Establish a program to promote energy conservation through positive feedback to all levels of the district and involve personnel and students in taking ownership for the success of the program.
- Advise, assist and make recommendations on alternate energy sources, consumption and general energy conservation measures.
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- Conduct analytical and research support for long-term power resource planning and forecasting.
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption.
- Monitor federal energy conservation grants received by the district; maintain related records and data as necessary; provide energy and water consumption reports as required.
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- Implement week day, week end, holiday and summer shutdown checklists for district buildings; direct night setback program for district buildings on week nights, week ends, holidays and summer recess.
- Perform regular "walk through" audits of all district facilities to ensure operating efficiency, optimum educational environment and compliance with the district's energy policy.
- Work with custodial staff to ensure efficient energy usage throughout the year.
- Organize district-wide meter reading program.
- Insure district is on proper utility rate schedule and verify billing; and participate in energy rebate programs offered.
- Coordinate the installation, programming, updating and/or repairs of computerized energy management systems; maintain wiring and installation diagrams of systems; ensure operating efficiency; instruct building and maintenance staff on proper operation of the systems and equipment.
- Prepare and present reports on the status and success of the program.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Sound organizational, time management and leadership skills; school district organization, operations, policies, and objectives; relevant federal, state, and local laws, codes and regulations; energy management systems and conservation practices, applications and policies; practices, procedures, techniques and strategies for determining operational effectiveness; budget principles and practices; and computer use and applications related to area of specialization.

Ability to:

Effectively analyze and interpret technical data and communicate it to non-technical individual; demonstrate effective interpersonal and diplomacy skills; motivate and train personnel; prepare and present oral and written reports and findings to both the general public and staff; maintain a variety of files and records; effectively present the school district to the community; interpret, apply and explain rules, regulations, policies, and procedures; establish and maintain cooperative professional working relationships with all levels of district management, staff and students, agency representatives, consultants, and vendors; understand and carry out oral and written directions; plan, organize and administer a comprehensive conservation program and make recommendations on energy utilization and conservation; and monitor related budgets.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A Bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking for extended periods of time with some bending, stooping, squatting and twisting. Must be able to push, pull, or lift at least 25 pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: 12/11/07 effective 1/1/08