Postion:	Manager, Energy Management System	**FLSA:**	Exempt
Department/Site:	Facility Services	**Salary Grade:**	40
Reports to/Evaluated by:	Assistant Superintendent, Facility Services	**Salary Schedule:**	Classified Managment

SUMMARY

Plans, coordinates, and establishes accountability for energy consumption throughout the District, developing, programming and monitoring an energy management program to optimize energy consumption while providing scheduled services to District facilities.

DISTINGUISHING CAREER FEATURES

The Manager, Energy Management System is a professional position that encompasses managerial responsibility for establishing, monitoring, programming, and oversight of system operation for efficient heating, air conditioning, and lighting. Assignment to this position is based on need and requires compliance with the job qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, establishes, and coordinates one or more programs to promote energy conservation through education, systems, and positive feedback to staff and students of the district.

- Coordinates with internal and external public relations support to utilize media opportunities that promote successes of the District's energy management program.

- Coordinates installation and/or repairs of energy management systems. Maintains program documentation and wiring and installation diagrams. Conducts regular "walk-through" audits of all the District's facilities to insure operating efficiency, optimum educational environment, and compliance with the District's energy policy.

- Operates, controls, and programs computer-aided energy management systems. Receives information for facility and classroom use and develops coded instruction that regulates energy consumption.

- Coordinates usage of facilities and insures proper space utilization consistent with energy conservation goals.

- Oversees, monitors, updates, and maintains evening, weekend, holiday, and shutdown programs and checklists for energy management. Analyzes energy performance from reports.

- Monitors and maintains historic database on energy consumption and solar production and conservation using computer aided software that enables remote observation of energy usage. Looks for trends and unusual variations. Suggests modifications in energy consumption and/or schedule to optimize energy conservation.

- Prepares periodic performance reports that record energy consumption, alarms, etc. Analyzes and interprets energy consumption trends compared to the nature/time of facility use. Advises administrators and maintenance staff on conservation methods.

- Reviews utility billing for proper rates, usage, and calculations. Assigns site-based staff to verify same-day readings. Participates in energy rebate programs.

- Oversees and may write program utility blocks in global control modules to control application-specific devices. Participates in energy management system software, hardware, and equipment upgrades.

- Oversees and reviews load factor calculations done by others to ensure adequate cooling and heating of occupied space, including air distribution system plenums, economizers, electrical loads, and exhaust fans.

- Coordinates repairs to electronic measuring and reading instruments, relays, switches, and other components relating to energy management, with skilled trades personnel. Confers with heating and air conditioning staff on repairs, upgrades, and conservation.

- Provides support to capital projects related to energy management and the purchase of products affecting energy consumption.

- Prepares energy requirement estimates and budget allotments for all district facilities and develops procedures for efficient utilization of energy sources.

- Maintains up-to-date records of building dimensions and features that influence energy timing and usage such as, but not limited to, square footage, cubic footage, windows, and doors. Maintain all energy and water consumption records and data. Maintains records of federal energy conservation grants received by the District.

- Develops and maintains contact with federal and state agencies and monitors state and national energy policy trends. Serves as a District representative at management-level meetings, seminars, and conferences relating to energy use and conservation.

- Performs other duties as assigned that support the overall objective of the position.

- Manage and coordinate all solar services.

QUALIFICATIONS

Knowledge and Skills: The position requires in-depth knowledge of energy management concepts that includes optimizing usage for facility characteristics and alternative resources. Requires working knowledge of electronics, microprocessors, and digital and pneumatic controls. Requires a working knowledge of construction, carpentry, electrical, and plumbing concepts, practices, and techniques. Requires a working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in HVAC systems and boiler operation. Requires knowledge of pertinent Federal, State, and local programs, grants, laws, codes and regulations in the area of energy management. Requires working knowledge of program management principles including goals, accountability, and financial performance. Requires project leadership skills sufficient to lead a small crew of maintenance staff on a project basis. Requires sufficient math skills to record and compute detailed algebraic calculations and measurements. Requires well-developed English language and writing skills to prepare correspondence suitable for external distribution, reports, instructions, and technical

documentation. Requires well-developed human relations skills to deliver formal presentations, consult with administrators and contractors, resolve problems, and train service-level staff to maintain systems.
Abilities: Requires the ability to perform all of the essential functions with minimal supervision. Requires the ability to establish, apply, and analyze the effectiveness of programs designed to conserve or optimize energy and resources. Requires the ability to plan, schedule and direct activities of an integrated program and the work of others who maintain systems. Requires the ability and initiative to independently develop methods and techniques in the interest of best practice. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization. Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.

Physical Abilities: Incumbent must be able to maintain cardiopulmonary fitness, function indoors in a shop environment and/or outdoors in the field engaged in work of primarily an active nature. Requires sufficient ambulatory ability to walk and carry tools and apparatus for 100 yards. Sufficient strength and agility to lift, load, and move heavy weight materials up to 25 pounds on a frequent basis and 75 pounds on an intermittent basis. Requires the ability to bend, stoop, and work in awkward positions. Requires visual acuity to read and observe diagrams, manuals, work conditions, and recognize color-coded wires and connections. Requires auditory ability to carry on conversations in person, extend voice to large audiences,

Education and Experience: The position typically requires a Bachelors degree in a technical discipline such as engineering, math, or business and two years of experience in energy management. May accept an Associates Degree in Energy Management, Industrial Technology, related field or completion of a formal apprenticeship in a specialized trade (HVAC Service/Controls, Industrial Electrical or Energy Management controls) and six years of experience installing, maintaining energy systems or equivalent.

Licenses and Certificates: Requires a valid California Driver's License. Niagra A4 and AX certifications are highly desired.

Working Conditions: Work is performed indoors where some safety considerations exist from proximity to work being performed of an electrical or mechanical nature.