

ENERGY MANAGER

DEFINITION

Under general direction of the superintendent, the Energy Manager will be responsible for the development, implementation, and maintenance of the district's energy conservation program. This position will also be responsible for the coordination of energy conservation activities with other district departments and agencies.

ESSENTIAL DUTIES

Serves as district representative on energy management level meetings ( )

- Xprovides input on capital projects related to energy management and the purchase of any products that affect energy consumption.
- Xprepares energy requirement estimates and budget allotments for all district facilities and develops procedures for efficient utilization of energy sources.
- Xmaintains all energy and water consumption records and data.
- Xmaintains records of federal energy conservation grants received by the district.
- Xinputs billing and consumption data into energy analysis database.
- Xprovides regular reports on the status of the district's energy consumption and observed safety hazards.
- Xregularly communicates with principals and custodial staff as to the status of their buildings' energy consumption.
- Xconducts regular "walk-through" audits of all the district's facilities to ensure operating efficiency, optimum educational environment and compliance with district's energy policy.
- Xcoordinates usage of facilities and ensures proper space utilization consistent with energy conservation.
- Xprovides staff with weekday, weekend, holiday, and summer shutdown checklist for every building in the district.
- Xensures compliance with district's custodian affidavit program to ensure efficient energy usage by custodial staff during summer work programs.
- Xensures coordination of district staff and utility company reading dates.
- Ximplements night setback program for every building on weeknights, weekends, holidays and summer recess.
- Xensures proper utility rate schedule and correct billing.
- Xensures district participation in available and appropriate rebate programs.
- Xestablishes a program to promote energy conservation through positive feedback to all levels of the district and involves all personnel and students in taking ownership for the success of the program.
- Xutilizes all media opportunities to promote successes of the district's energy management program.
- Xcoordinates installation and/or repairs of energy management systems.
- Xmaintains wiring and installation diagrams of the systems.
- Xdesigns, maintains and updates programming for computerized energy management system to ensure operating efficiency.
- Xworks closely with Mechanical Systems Department on proper operation of the systems and equipment.

QUALIFICATIONS

Knowledge of : Principles and practices of management and leadership, record keeping methods and procedures, departmental rules and regulations, modern office procedures, methods and computer equipment.

Ability to : Work