

## **Energy Specialist**

### **Purpose Statement**

The job of Energy Specialist is done for the purpose/s of establishing accountability for energy consumption at all District and school facilities for the purpose of reducing utility consumption; providing energy management services by identifying repair and/or replacement needs; monitoring, programming, and maintaining energy systems; providing information on the operation of energy management systems; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to the Director - Operations

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### **Essential Functions**

- Advises and/or makes recommendations to the Director of Operations (e.g. energy conservation projects, capital projects, equipment purchases, emerging technologies, energy conservation processes, etc.) for the purpose of making effective decisions regarding alternative energy sources and general conservation measures.
- Assist with the design and maintenance of the programming for computerized energy management systems for the purpose of ensuring operating efficiency of energy systems.
- Conducts regular “walk through” audits of all District and school facilities for the purpose of ensuring operating efficiency, optimum working and educational environments, and compliance with related policies and regulations.
- Coordinates with District maintenance staff regarding the installation and repair of energy management systems for the purpose of ensuring that district facilities are maintained in a safe and comfortable manner while enhancing energy control measures.
- Coordinates with a variety of internal and external parties (e.g. administrators, staff, skilled trades, state agencies, vendors, municipalities, community organizations, etc.) for the purpose of communicating energy conservation information and completing projects and program components in an effective and timely manner.
- Establishes a behavior-based energy conservation program in coordination with the energy conservation consultant (e.g. positive feedback, involvement of District employees, etc.) for the purpose of promoting energy conservation and promoting employee ownership for success of the program.
- Facilitates and participates in meetings, workshops, training, and seminars, as assigned for the purpose of initiating communications, receiving and/or disseminating information.
- Maintains a variety of energy consumption files and records (e.g. activity records, quarterly status reports, energy conservation grants, etc.) for the purpose of providing an up-to-date reference regarding energy conservation information.
- Manages the District's energy consumption and conservation programs and processes (e.g. recording usage amounts, setback programs, rebate programs, reviewing rate schedules, etc.) for the purpose of documenting usage and recusing consumption of energy resources.
- Oversees the implementation of weekday, weekend, holiday, and summer shutdown checklists for every District and school facility for the purpose of ensuring building safety and security.

- Prepares a wide variety of sometimes complex written and electronic materials (e.g. activity logs, energy requirement estimates, budget allotments for all District and school facilities, etc.) for the purpose of developing procedures for efficient utilization of energy sources.
- Prepares and Submits energy and equipment reviews and incentives through utility provider programs for the purpose of reporting progress and receiving rebates.
- Presents information regarding the progress, activity and effectiveness of program activities and initiatives to a variety of internal and external parties (e.g. administrators, staff, community groups, Director of Operations, Superintendent, Board of Education, State regulators, etc.) for the purpose of providing and receiving information related to the District's energy conservation program.
- reports safety hazards and potential emergency situations during for the purpose of providing information and resolving potential and /or immediate safety concerns.
- Serves as the District's representative at meetings, seminars and conferences for the purpose of receiving and/or disseminating information relating to energy use and conservation.

### **Other Functions**

- Collaborates with the District's Public Information Officer for the purpose of ensuring the utilization of media opportunities to promote the success of the energy conservation program.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in the maintenance and repair of energy systems; interpret technical data, planning and managing projects; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: computers and related software (including Word, Excel and PowerPoint), safety practices and procedures; methods and materials used to program, install, maintain and service energy control systems; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; maintaining confidentiality, working irregular hours, working in confined spaces, exercising good judgement, and working under time constraints; Have the ability for regular and reliable attendance.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt