

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ENERGY MANAGER

WORK YEAR: 221 Work Days

VACATION: 27 Days

SALARY: Range 16

REPORTS TO: Director of Maintenance and Operations

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, establish accountability for energy consumption at every level in the organization; developing and monitoring the organization's energy management under approved policy & guidelines, for the purpose of reducing utility consumption.

REPRESENTATIVE DUTIES: (*E = Essential*)

Establish and maintain programs to promote energy conservation through positive feedback to all levels of the organization and involve all personnel in taking ownership for success of the program. *E*

Serve as representative at management-level meetings, seminars and conferences relating to energy use and conservation. *E*

Advise, assist and make recommendations to the director on alternate energy sources, consumption and general energy conservation measures. *E*

Develop and maintain contact with federal, state, and local agencies and monitor state and national energy policy trends. *E*

Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption. *E*

Prepare energy requirement estimates and budget allotments for all facilities and develop procedures for efficient utilization of energy sources. *E*

Maintain all energy and water consumption records and data. *E*

Provides regular communication with site administrators and custodial staff as to status of their buildings' energy consumption. Organize program wherein building principal or custodian reads all meters on same days as utility companies. *E*

Insure that the organization is on the proper utility rate schedule and is receiving accurate billings. Insure organization participation in any rebate programs offered. *E*

Conduct regular "walk-through" audits of all the facilities to insure operating efficiency, optimum educational environment, and compliance with energy policy. Coordinate usage of facilities and insure proper space utilization consistent with energy conservation. *E*

Implementation of weekday, weekend, holiday, and summer shutdown checklists and night setback program for every building. *E*

Coordinate with the director, installation and/or repairs of energy management systems. *E*

Maintain wiring and installation diagrams of the systems. *E*

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

Work with the building and maintenance personnel on proper operation of the systems and equipment. Attend all scheduled in-services on the energy management system. *E*

Perform related duties as assigned.

Education and experience:

Graduation from high school and 10 years experience working directly with commercial HVAC systems and controls is required. A bachelor's degree from an accredited college or university is desired.

Three years of experience working within a public education environment. Experience in developing, delivering and implementing training or educational programs is desired.

License/certification:

Valid class C, California driver's license

Knowledge of:

Training methods and techniques

Knowledge of software programs related to energy management, scheduling, data management, electronic spreadsheets and word processing

Interpersonal skills using tact, patience and courtesy and principles of good public relations Oral and written communications skills

Safe working practices with electrical and mechanical equipment

HVAC systems and controls

Building Management Systems (BMS)

Electrical Circuits and controls

Sustainable building maintenance practices

Building commissioning

Ability to:

Work independently

Exercise good judgment

Ability to analyze and interpret technical data

Maintain a current knowledge of technological advances in the field of energy management

Communicate technical data and information to non-technical individuals

Analyze situations accurately and adopt an effective course of action

Compile, analyze and record financial and statistical data

Operate a variety of office equipment and machines including personal computers and spreadsheet applications

Establish and maintain excellent working relationships

Meet schedules and timelines

Interpret and apply rules, regulations, policies and procedures with an emphasis on diplomacy

Environment:

Work is performed in an office (60%) and in the field (40%)

Commitment to irregular hours (nights, weekends, holiday and summer audits)

Physical abilities:

Must be able to climb, bend, stoop, and reach

Must be able to walk and stand for long periods of time

Must be able to push, pull and lift at least 25 pounds

Working in confined spaces is sometimes required

Working around electrical and mechanical equipment

Must have dexterity of hands and fingers to operate a computer keyboard

Must be able to read various forms of written materials and must be able to recognize different signs and symbols