



ENERGY CONSERVATION SPECIALIST

Revision Date: 04/14/10

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the Director of Maintenance and Operations, shall establish a program for reduction of energy consumption at every level in the school district. The Energy Conservation Specialist is responsible for developing and monitoring the district's energy management program under board policy and direction from the Director of Maintenance and Operations with the objective of cost savings, efficiency of operations, and changing habits of all school district personnel.

Basic areas of responsibility include: administration and record keeping, accountability, reporting, program implementation, promoting district employee involvement, and validating energy management system compliance to the district's energy policy and guidelines, and State and Federal laws.

The candidate must have an independent work ethic, good judgment capabilities, have the ability to maintain positive public relations, and must be persuasive. The candidate must be computer literate, be able to interpret technical data and demonstrate an ability to communicate with technical and non-technical individuals.

STATEMENT OF TYPICAL DUTIES:

- a. Serve as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
- b. Advise, assist and make recommendations to the Director of Maintenance and Operations on alternate energy sources, consumption and general energy conservation measures.
- c. Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- d. 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 district facilities and develop procedures for efficient utilization of energy sources.
- f. Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the district.
- g. Reports regularly as to status of the district's energy consumption.
- h. Reports quarterly to the Board of Trustees on status and success of program.
- i. Provides regular communication with principals and custodial staffs as to status of their buildings' energy consumption.
- j. Report to the director of buildings and grounds any safety hazards observed.
- k. Regular "walk-through" audits of all the district's facilities to insure operating efficiency, optimum educational environment and compliance with district's energy policy.
- l. Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- m. Responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
- n. Organize program wherein building principal or custodian reads all meters on same days as utility companies.
- o. Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
- p. Insure that the district is on proper utility rate schedule and is receiving correct billing.
- q. Insure district participation in any rebate program offered.
- r. Establish a program to promote energy conservation through positive feedback to all levels of the district and involve all personnel and students in taking ownership for success of program.
- s. Utilize all media opportunities to promote successes of the district's energy management program.
- t. Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
- u. Work with the building and maintenance personnel on proper operation of the systems and equipment.
- v. Attend all scheduled in-services on the energy management system.

EDUCATION AND EXPERIENCE:

Skills:

- a. Independent work ethic.
- b. Work may require supervisory responsibility.
- c. Exercise of good judgment in implementation of policy.
- d. Ability to maintain favorable public relations.
- e. Ability to analyze and interpret technical data and communicate that to non-technical individuals.

- f. Persuasive.
- g. Strong communication skills.
- h. A large measure of diplomacy.

Working Conditions/Physical Requirements:

- a. Work is performed in an office (20%) and in the field (80%).
- b. Commitment to irregular hours (night, weekend, holiday and summer audits).
- c. Must be able to climb, bend, stoop, and reach.
- d. Must be able to walk and stand for long periods.
- e. Working in confined spaces is sometimes required.
- f. Must be able to push, pull or lift at least 25 pounds.
- g. Must be able to read various forms of written materials and must be able to recognize different signs and symbols.

Other:

- a. Bachelor's degree required.
- b. Preferred candidates will have three or more years of classroom, administrative, or other professional experience in the district.
- c. Other duties as assigned.