



Job Title: **Energy Management Coordinator Level 1**

Department: **Facilities Services**

Supervisor: **Director of Facilities Services**

Lane Placement: **ESP Lane 16**

Schedule: **8 hrs / 245 days** Evaluation Group: **JCES 6**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the direction of the Director and Assistant Director of Facilities Services, the Energy Specialist is responsible to provide leadership and direction in areas of energy and utility management, waste removal, facility comfort and conservation of natural resources within the District. The Incumbent is responsible to prepare and maintain all energy and utility budgets for the District and also forecast future District expenses. The Energy Specialist is responsible to research federal and state grants, loans and rebates that may be beneficial to the District. The Energy Specialist is responsible to monitor energy and utility trends and make recommendations to improve comfort for all building occupants. The Incumbent is responsible to compile and track data utilizing energy and other utility databases.

ESSENTIAL FUNCTIONS

- Inspects buildings and grounds for energy and utility improvements. Provides leadership and direction in the development and implementation of energy conservation programs. Provides leadership to school principals and custodians in matters pertaining to energy, water, waste removal and recycling programs within the District.
- Monitors policies, procedures, expenses, and billings associated with all District utilities. Establishes plans for more effective methods of saving energy and water in the District. Helps principals and custodians implement these ideas into energy and water conservation plans for the individual school.
- Establishes energy saving programs to improve the District's level of energy awareness and resource management and provides recommendations on specific energy saving programs.
- May conduct and lead energy savings training and workshops.
- Responsible to prepare, monitor and manage allocated budgets for energy management improvements. Implements District goals, policies and guidelines pertaining to energy and utility resource conservation within budget limitation.
- Works directly with State, Federal and local agencies to ascertain the District's compliance regarding waste water discharge, waste discharge and waste disposal from District property. Also works with electrical, gas and water companies to assure accuracy in usage, rates and billing costs related to services rendered.
- Keeps current with energy and water conservation innovations, grants, etc. Organizes new product demonstrations for energy representatives to show products with energy saving potential. Recommends plans for implementing appropriate new programs in the District.
- Supervises the installation and operation of a central District-wide energy and water management system. Provides necessary training for operators utilizing these systems. Sets up initial programming and monitors systems, making adjustments continually to monitor and update programs for needs throughout the District.
- May supervise and manage assigned staff personnel as directed.

- Cooperates and has interaction with all Facility Service and Administrative Departments.
- Incumbent is on call 24 hours for emergencies.
- Requires office and field work.
- Required to attend all scheduled training and departmental meetings.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- The completion of formal accredited classroom training or certifications appropriate to Energy and/Utility Management, Computer and Electrical Engineering is preferred.
- Must be willing to obtain and maintain necessary certifications.
- Must provide proof of certifications as required.
- Requires valid Utah Driver License.
- Requires a minimum of five years specific experience in energy/utility services with demonstrated competence. Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some district administrators.
- Job requires supervisory and organizational skills.
- Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of S.D.S. safety procedures.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Must climb on scaffolding, ladders and rooftops.
- Must be able to work in confined areas.

- Must endure heat, dust, and moisture.
- Some physical exertion in handling lightweight materials, supplies and tools. Most lifting is not over 50 lbs.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: _____ 6/9/2020 _____