



Job Title: **Energy Services Assistant Level 1 & 2**

Department: **Facilities Services**

Supervisor: **Energy Services Coordinator**

Lane Placement: **ESP Lane 9 or 10**

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

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Under the direction of the Energy Services Coordinator, the Energy Services Assistant will assist in benchmarking and following utility usage and expense. Monitors and evaluates energy processes to ensure efficiencies within the District. Researches and assists in the application for federal and state grants, loans, and rebates in a timely manner. The energy assistant will be responsible for working with principals, building custodial staff, school staff, and children for greater energy efficiency and energy related savings programs. The Energy Services Assistant will assist with District HVAC and sprinkler controls. This Assistant must have a basic understanding of mechanical functions within district buildings and a strong ability to interact, train and educate building custodians. Under the direction of the Energy Services Coordinator, the Assistant will be used to facilitate a district-wide recycling program. This employee must have strong computer skills and capability with excellent communication skills.

ESSENTIAL FUNCTIONS

- Assist in the collection of necessary documentation for energy rebate programs.
- Develops and utilizes the energy database for reporting.
- Prepares trends, status, or other reports for energy analysis.
- Presents analysis and recommendations to the Energy Services Coordinator.
- Conducts campus visits to evaluate and monitor energy and other utility needs.
- Assists in the implementation of selected energy, recycling, and other utility programs.
- Informs principals and other school staff of their utility trends.
- Responds to request for materials and information from employees and administrators.
- Provides research for grants and loans in energy saving programs.
- Oversees monthly utility data entered into Utility Manager Software.
- Evaluates monthly utility invoices for inconsistencies.
- Assist in energy programs at the school level.
- Assist with District HVAC, building recycling programs and sprinkler controls.
- In addition to office work, field work is essential and required.
- This position requires emergency access and is on call 24/7.
- 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.

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| <ul style="list-style-type: none"> • 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. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Post High School formal training is required in electrical, mechanical or other applicable field is preferred.
- Utah State Electrical Licensure or equivalent Energy Management Certification is required for the lane 10 salary placement as budgets are available and approved.
- Knowledge of district and departmental policies, procedures, and practices.
- A strong background in custodial/maintenance experience is required.
- Proficient with the use of personal computers including spreadsheet, database, word processing, and presentation applications to compile, maintain, and present information.
- Communication and interpersonal skills including the ability to work with all organization levels as a team member.
- Requires ability to prioritize and organize multiple tasks to meet deadlines.
- Requires ability to analyze data and provide summarized information to various departments.
- Requires valid Utah Driver License.
- 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.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of M.S.D.S. safety procedures.

<p>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.</p>

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