



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

Department: **Facilities Services**

Supervisor: **Energy Management Coordinator**

Lane Placement: **ESP Lane 9**

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

FLSA Classification: **Non-exempt**

## **JOB DESCRIPTION**

Under the direction of the Energy Management Coordinator, the Energy Management Lead will assist in all aspects associated with the Energy Department responsibilities. This employee must have strong computer skills, and basic to moderate understanding of mechanical functions and a strong ability to interact, train and educate building staff.

## **ESSENTIAL FUNCTIONS**

- Assists in benchmarking and following utility usage and expense.
- Assists in the collection of necessary documentation for energy rebate programs.
- Assists in developing and utilizes the energy database for reporting.
- Prepares trends, status, or other reports for energy analysis.
- Presents analysis and recommendations to the Energy Services Specialist.
- Conducts campus visits to evaluate and monitor energy and other utility needs.
- Monitors and evaluates energy processes to ensure efficiencies within the district.
- Assists in implementation and the ongoing processes of district-wide energy programs.
- Responsible for working with principals, building custodial staff, school staff, and children for greater energy efficiency and energy related savings programs.
- Provides research for grants and loans in energy saving programs.
- Assists in evaluating monthly utility invoices for inconsistencies
- Performs daily work orders with attention to cost, safety, and professionalism.
- Performs specific troubleshooting and repair work related to the Energy Department responsibilities such as building automated control systems, mechanical systems, building automated hardware equipment, lighting control systems and irrigation systems.
- Performs light to moderate programming and software installation of building automated control systems and irrigation control systems.
- Locates and orders parts and materials used to complete work assignments.
- Coordinates with other trades as needed.
- Trains, directs and works closely with other staff as assigned. May provide leadership to others in the Energy Department.
- Drives a maintenance vehicle for transportation to work sites.
- Shift work may be required.
- Attends scheduled trainings and department meetings.
- 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.

- 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.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

### **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.
- Requires basic to moderate knowledge of electrical, plumbing, irrigation and mechanical systems.
- A strong background in custodial/maintenance experience is required.
- Proficient with the use of personal computers including spreadsheet, database, work processing, and presentation applications to compile, maintain, and present information.
- 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 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:**

- Requires working outside in all kinds of weather conditions.
- Work requires physical exertion (lifting equipment and materials up to 50 pounds, climbing, working in high places and/or awkward positions, etc.).
- May work with/near chemicals and equipment that are potentially hazardous.
- Must endure many interruptions.
- Some pressure and stress to meet deadlines.
- Work will involve some hazard in the possible exposure to electrical shock.

- 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](http://www.canyonsdistrict.org)

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Effective date: 6/9/2020