

**SCHOOL DISTRICT OF ESCAMBIA COUNTY**

**JOB DESCRIPTION**

**ENERGY MANAGER**

**QUALIFICATIONS:**

- (1) Bachelor's Degree in education, or related field from an accredited institution. (Master's Degree preferred)
- (2) Minimum of (3) three years of successful teaching experience with documented evidence of project planning, organization, and coordinating skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of assigned content and service area. Ability to keep records, be accountable for program implementation. Promote district employee involvement. Validate and report energy management systems compliance with the district's energy policy and guidelines. Demonstrate an independent work ethic. Use good judgment. Have the ability to maintain positive public relations. Ability to communicate orally and in written form to targeted groups. Be computer literate, be able to interpret technical data and demonstrate an ability to communicate the data with technical and non-technical individuals.

**REPORTS TO:**

Assistant Superintendent - Operations

**JOB GOAL**

The Energy Manager works under the Assistant Superintendent for Operations, to establish accountability for energy consumption at every level in the school district. The Energy Manager is responsible for developing and monitoring the district's energy management program in accordance with Board Policy and Superintendent's guidelines for the purpose of reducing utility consumption.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \* (1) Serve as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
- \* (2) Advise, assist and make recommendations to the Superintendent on alternate energy sources, consumption and general energy conservation measures.

## **ENERGY MANAGER (continued)**

- \* (3) Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- \* (4) Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
- \* (5) Prepare energy requirement estimates and budget allotments for all district facilities and develop procedures for efficient utilization of energy sources.
- \* (6) Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the district.
- \* (7) The Energy Manager reports directly to supervisor at least once monthly as to status of the district's energy consumption.
- \* (8) Report quarterly to the Superintendent and School Board on status and success of program.
- \* (9) Provide regular communication with principals and custodial staffs as to status of their buildings' energy consumption.
- \* (10) Report to the Coordinator – Health and Safety any safety hazards observed.
- \* (11) Conduct “walk-through” audits of all the district's facilities to insure operating efficiency, optimum educational environment and compliance with district's energy policy.
- \* (12) Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- \* (13) Implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
- \* (14) Work with district's custodian affidavit program to insure efficient energy usage by custodial staff during summer work programs.
- \* (15) Organize program wherein building principal or custodian reads all meters on same days as utility companies.
- \* (16) Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
- \* (17) Insure that the district is on proper utility rate schedule and is receiving correct billing.
- \* (18) Insure district participation in any rebate program offered.
- \* (19) 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.
- \* (20) Plan and implement staff development activities related to energy consumption and savings.

### **Inter / Intra-Agency Communication and Delivery**

- \* (21) Work with Energy Education, Inc. to develop, plan, and implement the energy conservation and savings plan.

## **ENERGY MANAGER (continued)**

- \* (22) Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
- \* (23) Coordinate with the maintenance director, installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
- \* (24) Utilize all media opportunities to promote successes of the district's energy management program.
- \* (25) 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.

## **Professional Growth and Improvement**

- \* (26) Facilitate the development, implementation and evaluation of staff development activities in content, service or project area.
- \* (27) Keep well-informed about current trends and best practices in content, service or project area.
- \* (28) Keep abreast of federal and state laws, rules and policies relevant to assigned area.
- \* (29) Maintain expertise in assigned area to fulfill project goals and objectives.
- \* (30) Set high standards and expectations for self and others.
- \* (31) Conduct needs assessments, provide awareness activities and deliver or coordinate professional development training to assist the District with curriculum revision or program implementation.
- \* (32) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (33) Model principles of learning and effective teaching in instructional delivery.
- \* (34) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.

## **Systemic Functions**

- \* (35) Assist in maintaining appropriate coordination among the various programs related to instructional services.
- \* (36) Prepare and submit required reports and maintain appropriate records.
- \* (37) Assist in developing and implementing the program's budget.
- \* (38) Serve on District, state or community councils or committees as appropriate or assigned.
- \* (39) Support the goals and priorities of the District.
- \* (40) Represent the District in a positive and professional manner.
- \* (41) Perform other incidental tasks consistent with the goals and objectives of this position.

## **ENERGY MANAGER (continued)**

### **Leadership and Strategic Orientation**

- \* (42) Establish or assist in establishing goals and objectives for programs or projects.
- \* (43) Support and participate in the implementation of the District's Strategic Plan.
- \* (44) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (45) Serve as member of the instructional services team.
- \* (46) Use appropriate styles to motivate, gain commitment and encourage positive change or task accomplishment.
- \* (47) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

### **PHYSICAL REQUIREMENTS:**

- (1) Work is performed in an office (20%) and in the field (80%).
- (2) Commitment to irregular hours (night, weekend, holiday and summer audits).
- (3) Must be able to climb, bend, stoop, and reach.
- (4) Must be able to walk and stand for long periods.
- (5) Working in confined spaces is sometimes required.
- (6) Must be able to push, pull or lift at least 25 pounds.
- (7) Must be able to read various forms of written materials and must be able to recognize different signs and symbols.
- (8) Must have valid driver's license and be eligible for district vehicle operation.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **\*Essential Performance Responsibilities**

### **PROFESSIONAL SALARY SCHEDULE – PAY GRADE 9**

**Date of Board Approval: 10-26-04**

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