

ORANGE UNIFIED SCHOOL DISTRICT

ENERGY MANAGER

DEFINITION

Under the direction of the Assistant Superintendent, Business Services, plans, coordinates and establishes accountability for energy consumption at every level in the school district. Plans, coordinates and establishes accountability for energy consumption throughout the district; develops and monitors the district's energy management program.

ESSENTIAL DUTIES

Administration and record keeping:

- Serves as district representative at management-level meetings, seminars and conference relating to energy use and conservation.
- Advises, assists and makes recommendations to the Superintendent on alternative energy sources, consumption and general conservation measures.
- Develops and maintains contact with federal and state agencies and monitors state and national energy policy trends.
- Provides input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption.
- Prepares energy requirement estimates and budget allotments for all district facilities and develops procedures for efficient utilization of energy sources.
- Maintains all energy and water consumption records and data. Maintains records of federal energy conservation grants received by the district.

Accountability and reporting:

- The Energy Manger reports directly to superior at least once monthly as to status of the district's energy consumption.
- Reports quarterly to the Board of Trustees on status and success of program.
- The Energy Manager provides regular communication with principals and custodial staff as to status of their buildings' energy consumption.
- Reports to the director of buildings and grounds any safety hazards observed.

Implementation and compliance:

- Regular "walk-through" audits of all the district's facilities to insure operating efficiency, optimum educational environment and compliance with district's energy policy.
- Coordinates usage of facilities and insures proper space utilization consistent with energy conservation.
- The Energy Manager is responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklist for every building in the district.
- Organizes program wherein building principal or custodian reads all meters on same days as utility companies.
- Implements night setback program for every building on weeknights, weekends, holidays and recesses.
- Insures that the district is on proper utility rate schedule and is receiving correct billing.
- Insures district participation in any rebate program offered.

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Publicity and district involvement:

- Establishes a program to promote energy conservation through positive feedback to all levels of the district and involves all personnel and students in taking ownership for success of program.
- Utilizes all media opportunities to promote successes of the district's energy management program.

Energy management systems:

- Coordinates, with the Director Planning and Facilities and Director Maintenance and Operations, installation and/or repairs of energy management systems. Maintains wiring and installation diagrams of the systems.
- Assists with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Updates programs as necessary.
- Works with the building and maintenance personnel on proper operation of the systems and equipment. Attends all scheduled in-services on the energy management system.

Skills:

Independent work ethic;

Work may require supervisory responsibility;

Exercise of good judgment in implementation of policy;

Ability to maintain favorable public relations;

Ability to analyze and interpret technical data and communicate it to non-technical individuals;

Persuasive;

Strong communication skills;

A large measure of diplomacy.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Work is performed in an office (20%) and in the field (80%);

Commitment to irregular hours (night, weekend, holiday and summer audits);

Must be able to climb, bend, stoop and reach;

Must be able to walk and stand for long periods;

Working in confined spaces is sometimes required;

Must be able to push, pull or lift as least 25 pounds;

Must be able to read various forms of written materials and must be able to recognize different signs and symbols.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

A minimum of five years working with people in a large organizational structure. Experience in any of the following areas preferable: Energy systems, heating and cooling systems, lighting, accounting and software systems, public presentations, working with staff.

Education:

High School Diploma required supplemented by advanced training or college course work that supports experience preferences.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District liability insurance carrier.