

# Sweetwater Union High School District

## ENERGY CONSERVATION MANAGER

### Purpose Statement

The job of Energy Conservation Manager is done for the purpose/s of planning, coordinating, and directing the energy management program of the District including monitoring energy consumption and the development of measures of accountability, and monitor the District's energy management program for the purpose of reducing utility consumption.

### Essential Functions

- Establishes a program to promote energy conservation through positive feedback to all levels of the District involving all personnel and student, in taking ownership for success of the program.
- Develops a plan to communicate and publicize energy conservation to District employees and students through special meetings, site visits, media opportunities and bulletins.
- Advises assists and makes recommendations on alternate energy sources, consumption and general energy conservation measures.
- Develops and maintains contact with federal and state agencies and monitor 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 affects energy consumption.
- Maintains all energy and water consumption records and data; maintains records of federal energy conservation grants received by the district; reports on status and success of the program.
- Performs regular "walk-through" audits of all the District's facilities to insure operating efficiency, optimum educational environment, and compliance with District's energy policy; report observed safety hazards.
- Reports energy consumption status regularly to principal, custodial staff, district management, and the Board of Trustees.
- Implement weekday, weekend, holiday and summer shutdown checklists for every building in the District
- Serve as District representative at management-level meetings, seminars and conference related to energy use and conservation.

### Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: Energy management methods, District organization, facilities and policies; techniques of data analysis and report preparation, principals and practices of administration and training, and effective oral communication principles and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with

data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; adapting to changing priorities and work interruptions; working with multiple projects; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: driving to school sites; some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, business, engineering or related field, and two years of responsible experience in energy management.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. /Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*