SAN LEANDRO UNIFIED SCHOOL DISTRICT

ENERGY SPECIALIST

GENERAL SUMMARY:

- The Energy Specialist will report directly to the Maintenance and Operations Manager, to establish accountability for energy consumption at every level in the school district. The Energy Specialist is responsible for developing and monitoring the district's energy management program under board-level policies and guidelines for the purpose of reducing utility consumption.

BASIC FUNCTION:

- Basic areas of responsibility include: administration and record keeping, accountability, reporting, program implementation, promoting district employee involvement, and validating energy management system compliance to the district's energy policies and guidelines.

- The candidate must have an independent work ethic, good judgment capabilities, have the ability to maintain positive public relations, and must be persuasive. The candidate must be computer literate, be able to interpret technical data and demonstrate an ability to communicate with technical and non-technical individuals.

SPECIFIC DUTIES:

Administration and record keeping:

- Serve as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
- Advise, assist and make recommendations to the Maintenance and Operations Manager and the Assistant Superintendent on alternate energy sources, consumption and general energy conservation measures.
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption.
- Prepare energy requirement estimates for all district facilities and develop procedures for efficient utilization of energy sources.
- Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the district.

Accountability and reporting:

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

Implementation and compliance:

- Conduct regular "walk-through" audits of all the district's facilities to ensure operating efficiency, optimum educational environment and compliance with district's energy policy.

- Coordinate usage of facilities and ensure proper space utilization consistent with energy conservation.
- Implement weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
- Ensure compliance with district's custodian affidavit program to ensure efficient energy usage by custodial staff during summer work programs.
- Organize program wherein Energy Specialist reads all meters on same days as utility companies.
- Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
- Ensure that the district is on proper utility rate schedule and is receiving correct billing.
- Ensure district participation in any rebate program offered.

Publicity and district involvement:

- 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.
- Assist and provide data for media opportunities to promote successes of the district's energy management program.

Energy management systems:

- Coordinate, with the Maintenance and Operations Manager, installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
- Assist with the design and maintenance of the programming for computerized energy management system to ensure operating efficiency. Update programs as necessary.
- 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.

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 at least 25 pounds
- Must be able to read various forms of written materials and must be able to recognize different signs and symbols