

Killeen Independent School District Job Description

Job Title: Energy Management Specialist
Reports To: Director for Maintenance and Operations
FLSA Status: Exempt

SUMMARY

Plans, directs and coordinates the district's energy management program designed to conserve resources, optimize energy consumption and keep utility costs down without compromising the educational process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Manages the district's energy management program designed to conserve resources, optimize energy consumption, and reduce utility costs.

Manages and maintains the district's Energy Management Control System.

Manages, organizes, and supervises all energy management staff.

Designs and implements work schedules and task frequencies.

Monitors and approves time worked and time off for all assigned personnel.

Analyzes, audits, and reports the usage of electricity, natural gas, water, liquid waste and solid waste by campuses and other facilities.

Prepares annual utility budgets based on historical usage data.

Manages the energy conservation program and assists each campus or activity in developing their own energy conservation plan to meet specific needs and requirements.

Coordinates and conducts periodic energy audit visits to each campus and recommends action(s) to improve energy conservation.

Manages the district's energy efficiency rebates program.

Provides information briefings to staff and students on energy conservation measures and opportunities.

Responds to after-hours emergency calls as necessary.

Performs such other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises all energy management staff; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree, preferred; two years experience in energy management related fields (HVAC and controls, lighting systems, energy accounting systems, and energy conservation programs), preferably in a public-school environment. Energy Management Systems (BacNet) experience and Certified Energy Manager, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general professional periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to high, precarious places; outside weather conditions; and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and vibration. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually loud.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.