

FILE: GBBA

TITLE: **ENERGY EDUCATOR/MANAGER**

- QUALIFICATIONS:
1. Independent work ethic.
  2. Work may require supervisory responsibility.
  3. Exercise of judgment in implementation of policy.
  4. Ability to maintain favorable public relations.
  5. Ability to analyze and interpret technical data and communicate it to non-technical individuals.
  6. Persuasive.
  7. Strong communication skills.
  8. A large measure of diplomacy.
  9. Some moderate physical effort is required to perform field investigations and to monitor performance.
  10. Commitment to irregular hours (night, weekend, holiday, and summer audits).
  11. Three or more years of Heating and Air Conditioning experience in the district and experience in programming T-Stats and Time Clocks.

REPORTS TO: SUPERINTENDENT AND/OR MAINTENANCE SUPERVISOR

PERFORMANCE RESPONSIBILITIES:

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.
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. Report directly to superior at least once monthly as to status of the district's energy consumption.

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8. Report regularly with principals and custodial staffs as to status of their buildings' energy consumption.
9. Report to the Maintenance Supervisor any safety hazards observed.
10. Implement regular "walk-through" audits of all the district's facilities to insure operating efficiency, optimum educational environment and compliance with district's energy policy.
11. Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
12. Implement weekday, weekend, holiday and summer shutdown checklist for every building in the district.
13. Insure compliance with district's custodian affidavit program to insure efficient energy usage by custodial staff during summer work programs.
14. Organize program wherein building principal or custodian reads all meters on same days as utility companies.
15. Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
16. Insure that the district is on proper utility rate schedule and is receiving correct billing.
17. Insure district participation in any rebate program offered.
18. 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 the program.
19. Utilize all media opportunities to promote success of the district's energy management program..
20. Coordinate installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
21. Design and maintain programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
22. Instruct maintenance personnel on proper operation of the systems and equipment.
23. Maintain confidentiality of any school system related information.
24. Maintain proper and professional relationship with other employees.
25. Perform duties in a manner that promotes good public relations.
26. Perform other reasonable related duties as needed.

**TERMS OF EMPLOYMENT:** Part-time twelve month year. Regular and irregular hours (night, weekend, holiday, and summer). Truck or car furnished by Maintenance Department. Annual stipend to be determined by the Board.