

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Coordinator of Capital Projects/Energy Management

FLSA: Exempt

GENERAL SUMMARY

Works under the Superintendent or the Assistant Superintendent for Operations as assigned to coordinate capital projects and to establish accountability for energy consumption at every level in the school district. Responsible for developing and monitoring the district's energy management program under board-level policy and Superintendent's guidelines for the purpose of reducing utility consumption. Additional responsibilities include coordination of major construction projects.

ESSENTIAL FUNCTIONS

Serve as district representative at management-level meetings, seminars and conferences relating to energy use, energy conservation, and construction.

Advise, assist and make recommendations to the 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 all capital projects including those related to energy management and the purchase of any products that affects energy consumption.

Prepare energy requirement estimates and budget allotments 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.

Report directly to superior at least once monthly as to status of the district's energy consumption and to the Board of Trustees on an as needed basis.

Report quarterly to the Board of Trustees on status and success of program.

Regular communication with principals and custodial staffs as to status of their buildings' energy consumption.

Report to the director of buildings and grounds any safety hazards observed.

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

Coordinate the use of facilities and insure proper space utilization consistent with energy conservation.

Implementation of weekday, weekend, holiday and summer shutdown checklist for every building in the district.

Implement night setback program for every building on weeknights, weekends, holidays and summer recess.

Insure that the district is on proper utility rate schedule and is receiving correct billing.

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.

Utilize all media opportunities to promote successes of the district's energy management program.

Coordinate with the maintenance director, 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 insure 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.

Conduct facilities studies on an as needed basis to include review of physical conditions of schools, review of mechanical systems, site conditions, and current code compliance.

Coordinate capital project meetings during the pre-design phase, design phase, bid and award phase, and construction phase of each district capital or construction project.

Coordinate and conduct technical inspections/testing to insure compliance with International Building Code and Office of School Facilities regulations to ensure against defects and deficiencies of contractor's work.

Provide on-site management during the construction process as needed and prepare weekly reports on progress of capital projects to the Assistant Superintendent of Operations.

Review payment applications of contractor to verify the pace and quality of contractor's work is aligned with payment request.

Conduct final inspections of completed projects and assist with initial and final punch lists.

JOB SPECIFICATIONS

Education and Experience:

High School graduate. Post High School preferred. Three years successful experience in the energy and capital projects area of maintenance.

Knowledge:

In the areas of Plumbing, HVAV, Construction Management and Electricity

Skills/Effort:

Independent work ethic. Work may require supervisory responsibility. Exercise of good judgment in implementation of policy. Ability to maintain favorable public relations, analyze and interpret technical data and communicate it to non-technical individuals. Persuasive with strong communication skills and a large measure of diplomacy.

Working Conditions:

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.

Responsibility:

No Direct supervisory responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____