



District Energy Specialist

Purpose Statement

The job of District Energy Specialist is done for the purpose/s of providing energy management services by identifying repair and/or replacement needs; monitoring, programming, and maintaining energy systems (e.g. heating, air conditioning, and refrigeration); providing information on the operation of energy management systems; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Business Administrator and Facilities Director

Essential Functions

- Collaborates with utility companies for the purpose of gathering information to compare pricing structure, etc.
- Create and distribute education materials, communications, campaigns, etc. on a regular basis for the purpose of cultivating an environment of energy use stewardship throughout the district.
- Develop and maintain monthly, quarterly, and annual energy reports for relevant stakeholders to be available on demand and by location (e.g. site usage, unit cost analysis, square footage costs, strengths and weaknesses, etc.) for the purpose of providing accurate information for analysis and planning of additional energy savings measures.
- Imports and analyze monthly energy consumption data for the purpose of identifying and capitalizing on anomalies, billing errors, validity of relevant costs and to maintain accountability with utility agencies.
- Maintain effective zoning and energy setback opportunities of equipment at district sites for the purpose of maximizing energy savings.
- Maintains heating/air conditioning/refrigeration controls and schedules for the purpose of providing enhanced and/or upgraded climate control capabilities and maximizing seasonal and diurnal cost savings.
- Maintains a variety of files and records for the purpose of providing an up to date reference.
- Monitors utility billings and utility budgets for the purpose of recommending methods of cost containment.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Perform on-site energy audits regularly at district sites (during occupied and unoccupied times) of equipment and employee usage of energy for the purpose of identifying operational characteristics of equipment, and developing usage modification plans for employees to encourage appropriate conservation practices within district guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information to the Business Administrator Facilities Director, and others.
- Programs energy management systems for the purpose of adjusting the programs for maximum efficiency.

- Research available energy rebates and incentives regularly for the purpose of securing additional energy savings for the district.
- Respond to complaints related to heating and air comfort levels for the purpose of correcting issues with equipment and to ensure that maintenance issues are resolved.

Other Functions

- Responds to emergency situations during and after hours (e.g. heating, air conditioning and/or refrigeration systems, etc.) for the purpose of resolving immediate safety concerns.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in the maintenance and repair of energy systems; planning and managing projects; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; methods and materials used to program, install, maintain and service energy control systems; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

FLSA Status

Not Rated

Approval Date

Salary Grade

Lane 6

