



Job Title: Energy Analysis Specialist

Exemption Status/Test: Exempt

Reports to: Supervisor, Energy Management

Date Revised: May 2021

Dept. /School: Maintenance

Primary Purpose:

Responsible for the planning, regulating and monitoring of energy use for all district-wide schools and facilities. The Energy Analysis Specialist strives to improve energy efficiency through careful evaluation of each site's energy use and the implementation of energy-saving measures.

Qualifications:

Education/Certification:

Required:

High School diploma

Advanced computer skills and knowledge of Microsoft Office, specifically Excel and PowerPoint

Valid Texas driver's license with good driving record

Preferred:

Associate degree with strong focus on mathematics, engineering or computer studies

Accredited Texas Energy Manager (ATEM), or must obtain within 1 year of hire date

Experience:

Two (2) years of experience in energy related field, required

Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills

Experience with energy management systems and tracking energy consumption

Experience with Microsoft Suite, especially Excel and PowerPoint or other database

Major Responsibilities and Duties

1. Under supervision, perform energy audit of buildings to ensure proper functioning of mechanical equipment and track building usage patterns
2. Under supervision, monitor and operate Energy Management System
3. Track and analyze energy consumption for every building
4. Enter utility bills in Utility Management Application
5. Generate reports on energy usage and utility budget impact
6. Perform other job-related duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; may use small hand tools and instruments; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension and overhead reaching; frequent driving

Lifting: Moderate lifting and carrying (15-44 pounds)

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent district-wide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.