Job Title: Energy Analyst  
Exemption Status/Test: Exempt

Reports to: Manager, Energy Management  
Date Revised: February 23, 2016

Dept. /School: Maintenance

Primary Purpose:

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

Qualifications:

Education/Certification:
Associate degree with strong focus on mathematics, engineering or computer studies
Accredited Texas Energy Manager (ATEM) or Certified Energy Manager’s Certification is preferred
Advanced computer skills and knowledge of Microsoft Office, specifically Excel and Access
Valid Texas driver’s license with good driving record

Experience:
Minimum three (3) years of experience in energy related field

Special Knowledge/Skills:
Basic knowledge of International Performance Measurement & Verification protocol (IMPVP)
Ability to perform Energy Modeling similar to e-Quest, Trane Trace etc.
Ability to conduct ASHRAE level I and II Energy Audits
Ability to interpret mechanical and electrical plans and specifications for building facilities
Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties

1. Analyze energy bills including utility rates/tariffs to gather historical energy usage data.
2. Calculate potential for energy savings.
3. Collect and analyze field data related to energy usage.
4. Educate customers on energy efficiency or answer questions on topics such as the costs of running household appliances or the selection of energy efficient appliances.
5. Identify and prioritize energy saving measures.
6. Inspect or evaluate building envelopes, mechanical systems, electrical systems, or process systems to determine the energy consumption of each system.
7. Prepare audit reports containing energy analysis results or recommendations for energy cost savings.
8. Quantify energy consumption to establish baselines for energy use or need.
9. Recommend energy efficient technologies or alternate energy sources.
10. Analyze technical feasibility of energy saving measures using knowledge of engineering, energy production, energy use, construction, maintenance, system operation, or process systems.
11. Compare existing energy consumption levels to normative data.
12. Identify opportunities to improve the operation, maintenance, system operation, or process systems.
13. Measure energy usage with devices such as data loggers, universal data recorders, light meters, sling psychrometer, psychrometric charts, and flue gas analyzers, amp probes, watt meters, volt meters, thermometers, or utility meters.
14. Determine patterns of building use to show annual or monthly needs for heating, cooling, lighting, or other needs.
15. 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.