



Job Title: Energy Management Assistant

Exemption Status/Test: Exempt

Reports to: Energy Manager

Date Revised: April 14, 2016

Dept. /School: Maintenance

Primary Purpose:

Responsible for implementing energy and sustainability programs throughout the district. Coordinate and maintain functional energy management system. Develop and coordinate energy and water conservation audit program. Maintain overall utility management program.

Qualifications:

Education/Certification:

Bachelor's degree preferred or Associate degree with equivalent work experience
Accredited Texas Energy Manager (ATEM) or Certified Energy Manager's Certification is preferred
Valid Texas driver's license with good driving record

Experience:

Minimum five (5) years of experience in mechanical or electrical engineering preferred
Previous supervisory experience preferred

Special Knowledge/Skills:

Knowledge of energy management program development, performance contracting, renewable energy procurement and installation
Ability to interpret mechanical and electrical plans and specification for building facilities
Knowledge of basic types of automatic controls and systems instrumentation
Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties

1. Assist Energy Manager in integrating Energy Management Program goals with district operations maintenance staff.
2. Assist in implementing and monitoring the Energy Management Program.
3. Assist Energy Manager in the development of the Energy Star Program.
4. Manage district-wide Waste Disposal and Recycle Program
5. Acts as district liaison to provide optimum facility comfort.
6. Conduct energy conservation studies, develops preliminary plans and prepare schedule cost estimates for proposed facility improvements.
7. Conduct periodic inspections of facilities to ensure proper energy consumption.
8. Works with administrators, students, parents, and community on energy awareness program.
9. Performs other job-related duties as assigned.

Supervisory Responsibilities:

Supervise Energy Analyst
Supervise Utility Management Data Technician

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.