Job Title: Manager, Energy Management  Exemption Status/Test: Exempt
Reports to: Director of Maintenance  Date Revised: May 21, 2015
Dept. /School: Maintenance

Primary Purpose:
Responsible for developing and implementing energy, waste/recycle and sustainability program throughout the district. Analyze current energy usage and develop the district’s energy management plan in order to provide proper environment conditions with cost effective energy utilization.

Qualifications:

   Education/Certification:
   Bachelor’s degree from an accredited university in mechanical or electrical engineering
   Certified Energy Manager’s Certification is preferred
   Professional Engineering (PE) license from State of Texas is preferred
   Valid Texas driver’s license with good driving record

   Experience:
   Minimum five (5) years’ experience in mechanical or electrical engineering preferred
   Previous supervisory experience required

   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
   Ability to manage budget and direct reports
   Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Develop long-range energy conservation policy.
4. Integrate Energy Management Program goals with district operations maintenance staff.
5. Assist in implementing and monitoring the Energy Management Program.
6. Review and negotiate energy purchase agreements.
7. Acts as district liaison to provide optimum facility comfort.
10. Conduct energy conservation studies, develops preliminary plans and prepares schedules costs estimates for proposed facility improvements.
11. Conduct periodic inspections of facilities to ensure proper energy consumption.
12. Develop and implement the energy management training programs and staff development.
13. Monitor and evaluate engineering consultants to assure completeness, technical accuracy and compliance with code requirements and district standards.
14. Review plans, specifications, manage the bid and contract process and administer construction and renovation contracts.
15. Works with administrators, students, parents, and community on energy awareness program.
16. Present annual utility performance report to the Board of Trustees.
17. Performs other job-related duties as assigned.

**Supervisory Responsibilities:**

Supervises Energy Management Specialist, Utility Management Data Technician, Waste/Recycle

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; may use small hand tools and power tools; 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 grappling/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular 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 districtwide 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.