

FACILITY ENERGY MANAGEMENT SPECIALIST

Code No. 4-01-053

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position in a school district responsible for developing and monitoring an energy management program. Duties also include communicating with school teachers regarding the field of energy management. The position also works closely with school teachers. The employee reports directly to, and works under general supervision of, an administrator or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Works in conjunction with outside consultants, district administrators, and technical staff to develop, administer and monitor an effective energy management program;

Conducts research in the field of energy management and alternate energy sources to ensure the district is in compliance with local, state and federal guidelines;

Involves staff and students in promoting and taking ownership of the energy management program to ensure its success;

Educates school teachers in the field of energy management;

Assists school teachers with incorporating energy management strategies into their lessons;

Works with administrators and technical staff to ensure facilities and policies reflect optimum energy use;

Conducts regular building and office inspections to ensure optimum operating efficiency and adherence to district energy policy;

Implements weekday, weekend, holiday, and summer shutdown checklists for district buildings and sites;

Monitors energy usage and submits reports to the Superintendent, school board and administration on the findings;

Develops billing reports, cost estimates and budget information;

Coordinates the installation and repair of energy management systems and maintains diagrams of systems wiring and installation;

Assists with the design, maintenance, and required updates of programming for computerized energy management systems to ensure efficient operations;

Ensures district participation in available rebate programs;

Attends meetings, training seminars, and workshops relating to the use of energy and conservation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of proper and effective energy management procedures; good knowledge of up-to-date energy conservation methods; ability to monitor all aspects of an energy management program; ability to educate secondary public school teachers about proper and effective facility energy management; ability to communicate effectively with secondary public school teachers; ability to coordinate installation of related equipment installation and repair; ability to conduct thorough inspections of facility energy use; ability to conduct relevant research; ability to utilize computer software to develop narrative reports, spreadsheets, budget information and correspondence; ability to analyze and interpret technical data; ability to communicate technical data to non-technical individuals; ability to understand and utilize a computerized energy management system; organizational ability; ability to communicate both orally and in writing; ability to analyze data and develop narrative and statistical reports; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Technology Education (note: this does not refer to an Information Technology or computer related degree), Architecture, Architectural Technology, Construction Technology, Energy Engineering Technology, Energy Engineering, Facilities Management, Civil Engineering, Mechanical Engineering or Electrical Engineering plus five (5) years paid full-time or its part-time equivalent experience as a teacher in the public school system at the secondary level (grades 9-12), or in facilities energy management.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: October 8, 2009

ADDITIONAL INFORMATION:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.