

Energy and Resource Management Specialist

Purpose Statement

The job of Energy and Resource Management Specialist is done for the purpose/s of providing energy and resource management services by monitoring, and maintaining energy systems (e.g. heating, air conditioning, and refrigeration); providing information on the operation of energy management systems; and ensuring proper environmental conditions along with cost-effective energy and resource utilization.

Essential Functions

- Analyzes energy usage and management plans for the purpose of ensuring proper environmental conditions along with cost-effective energy and resource utilization.
- Collaborates with utility companies for the purpose of gathering information to compare pricing structure, etc.
- Develops and implements practices and procedures designed to reduce energy and resource consumption for the purpose of improving efficiency or reuse.
- Evaluates data in order to identify energy inefficiencies and opportunities in energy systems (e.g. Energy monitoring and Control computer system and tracking means, etc.) for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Informs personnel regarding procedures and/or status of energy consumption for the purpose of providing information for making efficiency decisions, taking appropriate action and/or complying with health and safety regulations.
- Maintains knowledge of current laws and regulations related to energy and resource management for the purpose of ensuring up-to-date information is provided to district staff.
- Maintains a variety of files and records (e.g. energy resource concepts, practices and procedures, etc.) for the purpose of providing up to date reference.
- Monitors utility billings (e.g. schools energy and resource usage, etc.) for the purpose of recommending methods of cost containment.
- Participates in meetings, workshops, training, and seminars, as assigned (e.g. district staffs, boards, vendors, etc.) for the purpose of conveying and/or gathering information in regards to energy and resource management issues.
- Prepares a variety of specialized records and reports including status reports for the purpose of documenting activities and/or conveying information.
- Researches alternative/renewable energy technologies, alternative resources ,and recycling, for the purpose of determining the feasibility and cost-effectiveness.
- Serves as a technical advisor to district administrators, vendors, contractors (e.g. exchanging information, explaining procedures and regulations and resolving issues, etc.) for the purpose of completing projects efficiently.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing data; planning and managing projects; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications; adhering to safety practices and procedures;.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods and materials energy control systems; and pertinent codes, policies, regulations and/or laws; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; and working under time constraints;.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency

Required Testing

Certificates

Certification of Energy manager by the Association of Energy Engineers preferred
Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

Proof of physical examination including TB
Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 38

Personnel Commission Approved: October 19, 2016