

**Job Title:** ENERGY MANAGER  
**Reports to:** Operations Director  
**Dept. /School:** Maintenance  
**Wage/Hour Status:** Exempt  
**Date:** March 27, 2023

### **Primary Purpose**

Under general direction, promote energy conservation. Coordinate energy management, analyze energy usage and develop an energy management plan to provide proper environmental conditions with cost effective energy utilization. Create, implement and maintain programs and procedures to promote utilities conservation, training and directing staff and students, as appropriate.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor's degree preferred  
Experiences in environmental or mechanical engineering, engineering technology; building maintenance or construction; business or related field, preferred  
Valid Texas driver's license and driving record must satisfy school district standards  
Proof of personal automobile insurance coverage required  
Certified Energy Manager, preferred

### **Special Knowledge/Skills**

Knowledge of materials, systems, methods and tools utilized in energy management as well as operations of school buildings and other structures  
Knowledge of relevant local, state and national safety laws, regulations, procedures and policies relating to energy management  
Ability to interpret and analyze complex technical data and information, including blueprints, plans, schematics, specifications and other construction-related drawings, for decision making and reporting purposes  
Knowledge of personal computers and software associated with energy management, construction, scheduling, record keeping, coordination control, report writing and related operations  
Ability to effectively promote energy management programs with clear, concise oral and written skills, present technical information, and prepare reports to upper-level management

### **Experience**

Minimum of five years managing or supervisory experience in energy management and building maintenance, preferred.

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Monitor, compile and analyze data on the consumption of electricity, water and natural gas; weather conditions including temperature extremes, humidity and other relative data. Develop reports evaluating the relative efficiency of district facilities and their system components, trends in energy usage and causal relationships including comparisons between facilities, within the district, region and state. Keep management informed of deviations from norms or planned usage.
2. Pursue an aggressive program to reduce district costs for energy, developing long-range plans to improve energy efficiency and customizing strategies for each campus. Prioritize projects through demonstrating simple payback, increased comfort and life cycle costing.
3. Establish an Energy Management Committee including school staff, students and administrators.
4. In cooperation with the Committee, develop energy management policies, procedures and training programs for the operations of school facilities.
5. Manage the installation and operation of energy management systems. Design systems to accommodate programmatic needs and comfort levels while maximizing energy efficiency.

6. Review and make recommendations on shop drawings, product data and samples for construction projects. Assist in evaluating HVAC and energy equipment to ensure effectiveness.
7. Monitor, compile and analyze data on all environmental issues. Develop reports outlining improvements in environmental health and safety, trends and causal relationships.
8. Assume responsibility for regularly inspecting and testing district facilities for adverse environmental conditions. Ensure adequate records are maintained of all pertinent information. Notify appropriate staff and officials regarding environmental concerns.
9. Work closely with Human Resources to develop policies, procedures and training programs, setting standards for the management of energy issues in district facilities.
10. Conduct awareness training, educating and equipping students, parents and staff, on energy management.
11. Keep informed regarding changes in laws and regulations, innovations, and best practices.
12. Other duties as assigned.

**Supervisory Responsibilities**

13. The Energy Manager shall administer control over the energy usage of all district facilities. The Energy Manager shall work in cooperation with other administrators and departments to resolve any energy issues.

**EQUIPMENT USED**

Standard office equipment including computer and peripherals.

**WORKING CONDITIONS**

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

Subject to call during off working hours, including extended hours, weekends and/or holidays; frequent exposure to dangerous machinery, building roofs, high ceilings, uneven terrain, and construction sites, hazardous chemicals and adverse weather conditions;  
 Occasional lifting of heavy, bulky items, materials and supplies weighing up to 50 pounds. Operation of non-commercial motor vehicle; Maintain emotional control under stress; and Office environment, high pressure, fast paced, multiple deadlines, people-intensive.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_