**Energy Management & Sustainability Supervisor**

**Prince William County Public Schools**

**March 2023**

**Summary:**

This position involves highly skilled, technical work performed independently in a liaison capacity between the Office of Facilities Services, the School Division, and the community. This position serves as a key advisor in energy management, sustainability, and related issues through planning and implementation of School Division programs. This position is responsible for establishing energy optimization protocols and facilitating energy awareness within an 11,000,000 square-foot, multi-facility environment. The position serves as the Division's internal and external contact point for all sustainability issues. Given the highly public nature of this position, the successful candidate will demonstrate professional, ethical, and responsible behavior and will serve as a role model for all Division staff.

**Essential Responsibilities:**

This job description is a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

﻿To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

**PWCS requires that each employee:**

* work collaboratively with all stakeholders in providing a World-Class Education,
* establish and maintain cooperative and effective working relationships with others,
* communicate effectively,
* relate to and interact with a non-traditional and diverse student and employee population,
* report to work on a regular and punctual basis as scheduled,
* perform all other related work delegated or required to accomplish the objectives of the total school program,
* have knowledge of and be able to use relevant technology,
* participate in the annual professional growth planning process, and
* recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct

**Essential Responsibilities - specific to this job**

**Administration and Communication**

* Seeks out and prepares grant applications for various energy conservation and efficiency programs
* Maintains accurate and complete energy consumption records for School Division facilities
* Provides regular reports on the overall effectiveness of the energy management, conservation, and education program
* Utilizes all media opportunities to promote successes of the Division's energy management and conservation program

**Analysis**

* Performs and reviews facility energy audits, feasibility studies, and reports for adherence to program standards
* Analyzes the infrastructure of the School Division's facilities including electrical, mechanical, HVAC, controls, water, wastewater, envelope, irrigation, and lighting systems for efficiency of use and operation
* Oversees the entry of event scheduling data into the building automation system and coordinates with the Administrative Coordinator - HVAC on the operation and maintenance of building automation systems
* Reviews calculations and assumptions used to estimate or measure savings due to energy efficiency or green projects

**Energy Awareness**

* Articulates the School Division's mission and goals in the area of energy management and conservation to the community and solicits support in realizing the mission
* Attends meetings to present energy awareness programs to School Division staff and students
* Contributes to and/or assists in the training programs for Office of Facilities Services personnel to provide the special skills and techniques required to maintain mechanical, HVAC, electrical equipment, and control systems in order to optimize energy efficiency
* Introduces innovations to the School Division consistent with the latest available equipment and techniques through research and education
* Maintains information and data on webpages

**Consultation**

* Advises and assists the mechanical, electrical, and HVAC trades on the proper operation of energy controls systems, energy conservation methods/procedures, and recommended field improvement measures
* Coordinates and cooperates with other governmental units in the utilization of energy conservation measures
* Responds to requests for information regarding all aspects of Facilities Services activities

**Design**

* Assists in the development and implementation of quality assurance standards and/or procedures for energy and green building programs
* Utilizes consultants, when necessary, to develop and identify energy conservation measures and program standards
* Provides assistance in the technical specification of facilities maintenance supplies and equipment
* Monitors all facilities design and construction activities as they relate to energy management

**Sustainability**

* Manages and facilitates the Superintendent's Advisory Council on Sustainability, including internal and external communications and interaction with PWCS and County staff along with regular reporting to the School Board
* Develops and directs the implementation of net-zero and high-performance building design standards into all qualifying Capital Improvements Program (CIP) projects and monitors implementation and performance
* Manages project managers and subject matter experts in the development of curriculum to improve sustainability and environmental literacy for all K-12 students through coordination with stakeholders
* Acts as School Board liaison to the Prince William County government for collaboration and implementation of a county-wide reduction of our carbon footprint
* Identifies, develops, implements, and manages projects to maximize the use of emerging energy technologies and Power Purchase Agreements
* Increases awareness and participation Division-wide for recycling while reducing total waste

**Other Job Responsibilities**

* Develops necessary professional skills through continuing education
* Responds to emergency duty assignments when required

**Qualifications for Successful Performance**

**Knowledge, Skills, Abilities and Behaviors**

* Ability to provide excellent judgment, creativity, and initiative to plan, promote, implement, and monitor the School Board's energy management, conservation, and education program
* Possess excellent verbal and written communication skills
* Ability to interact with all hierarchical levels within the School Division
* Ability to deliver appropriate constructive analysis verbally and in written format
* Possess excellent organizational skills and attention to detail
* Ability to provide team-oriented, hands-on, highly skilled, adaptive, and customer-focused service
* Ability to analyze and interpret technical data and communicate it to non-technical individuals
* Possess computer knowledge and expertise in Microsoft Office applications (Excel, Access, Word, and PowerPoint)
* Possess familiarity with facilities utilization scheduling software (e.g., SchoolDude, etc.)
* Some experience desirable using utility expense-tracking software

**Education or Equivalency Requirements**

* Minimum Bachelor's degree or equivalent
* Major coursework in mechanical or electrical engineering, construction management, environmental science, or related field; a combination of education and work experience equivalency may be accepted in lieu of a degree.

**Work Experience Requirements**

* Equivalent to at last 5 years experience in energy management, construction, engineering, facilities management, and/or environmental or resource management; or any equivalent combination of education and experience.

**Certification and Licesnse Requirements**

* Certified Energy Manager (CEM) designation and/or LEED Certifications desired
* Valid drivers license

Due to the nature and scope of this position, the employee will be required to commit to an irregular work schedule, which will include altering day hours as necessary and working weekends, evenings, and holidays. The position will be required to take after-hours emergency calls and will require extensive in-district travel.