



Job Title: Energy Manager

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 9

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
FEB 15 2022
DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to establish accountability for energy consumption at every level in the School District and develop and monitor the District's energy management program in accordance with Board Policy and Superintendent's guidelines for the purpose of reducing utility consumption.

ESSENTIAL JOB FUNCTIONS

- Serves as District representative at management level meetings, seminars, and conferences relating to energy use and conservation.
- Advises, assists, and makes recommendations to the Superintendent on alternate energy sources, consumption, and general energy conservation measures.
- Develops and maintains contact with federal and state agencies and monitors state and national energy policy trends.
- Provides input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
- Prepares energy requirement estimates and budget allotments for all District facilities and develops procedures for efficient utilization of energy sources.
- Enters, maintains, and audits all energy and water consumption records and data.
- Maintains records of federal energy conservation grants received by the District.
- Reports directly to supervisor at least once monthly as to status of the District's energy consumption.
- Reports quarterly to the Superintendent and School Board on status and success of program.
- Provides regular communication with principals and custodial staffs as to status of their buildings' energy consumption.
- Reports to the Coordinator – Protection Services any safety hazards observed.
- Conducts "walk-through" audits of all the District's facilities to insure operating efficiency, optimum educational environment, and compliance with District's energy policy.
- Coordinates usage of facilities and insure proper space utilization consistent with energy conservation.

- Implements weekday, weekend, holiday, and summer shutdown checklists for every building in the District.
- Works with District's custodians to insure efficient energy usage by custodial staff during summer work programs.
- Implements night setback program for every building on weeknights, weekends, holidays, and summer recess.
- Ensures that the District is on proper utility rate schedule and is receiving correct billing.
- Ensures District participation in any rebate program offered.
- Establishes a program to promote energy conservation through positive feedback to all levels of the District and involves all personnel and students in taking ownership for success of program.
- Plans and implements staff development activities related to energy consumption and savings.
- Works with Cenergistic, Inc. to develop, plan, and implement the energy conservation and savings plan; maintains contractual obligations.
- Assists with the design and maintenance of the programming for computerized energy management system to insure operating efficiency, updates programs as necessary.
- Coordinates with the maintenance director for installation, and/or repairs of energy management systems, maintains wiring and installation diagrams of the systems.
- Utilizes all media opportunities to promote successes of the District's energy management program.
- Works with the building and maintenance personnel on proper operation of the systems and equipment.
- Attends all scheduled inservice on the energy management system.
- Conducts needs assessments, provides awareness activities, and delivers or coordinates professional development training to assist the District with curriculum revision or program implementation.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Assists in maintaining appropriate coordination among the various programs related to instructional services.
- Prepares and submits required reports and maintains appropriate records.
- Assists in developing and implementing the program's budget.
- Serves on District, state, or community councils or committees as appropriate or assigned.
- Establishes or assists in establishing goals and objectives for programs or projects.
- Supports and participates in the implementation of the District's Strategic Plan.
- Utilizes appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Serves as member of the instructional services team.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in education, or related field from an accredited institution, Master's Degree preferred.
- Successful teaching experience with documented evidence of project planning, organization, and coordinating skills preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of assigned content and service area.
- Requires the ability to keep records and be accountable for program implementation.
- Requires the ability to promote District employee involvement.
- Requires the ability to validate and report energy management systems compliance with the District’s energy policy and guidelines.
- Requires the ability to demonstrate an independent work ethic.
- Requires the ability to use good judgment.
- Requires the ability to maintain positive public relations.
- Requires the ability to communicate orally and in written form to targeted groups.
- Requires the ability to be computer literate, interpret technical data, and demonstrate an ability to communicate the data.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to make decisions that impact how the unit provides services and support to internal and external customers.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department.

PHYSICAL DEMANDS

Must be able to climb, bend, stoop, and reach. Must be able to walk and stand for long periods. Working in confined spaces is sometimes required. Must be able to push, pull, or lift at least 20 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: January 18, 2022, effective February 15, 2022

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