Sparta Area School District

Article 237 – Specifications for the Energy Specialist

General Summary

The Energy Specialist works under the Superintendent or the Director of Business Services, as assigned, to establish accountability for energy consumption at every level in the school district. The Energy Specialist is responsible for developing and monitoring the district's energy management program under board-level policy and Superintendent’s guidelines, for the purpose of reducing utility consumption.

Basic areas of responsibility include: administration and record keeping, accountability, reporting, program implementation, promoting district employee involvement, and validating energy management system compliance to the district’s energy policy and guidelines.

The candidate must have an independent work ethic, good judgment capabilities, have the ability to maintain positive public relations, and must be persuasive. The candidate must be computer literate, be able to interpret technical data, and demonstrate an ability to communicate with technical and non-technical individuals.

The candidate shall sign a confidentiality and non-compete agreement with Cenergistic, Inc. The candidate shall agree to a description of duties that specifies requirements for the position and aspects of the implementation plan.

Specific Duties

Publicity and district involvement:

• With the assistance of Cenergistic, Inc, establish a program to promote energy conservation through positive feedback to all levels of the district and involve all personnel and students in taking ownership for success of program.
• Coordinate with internal and external PR support to utilize all media opportunities to promote successes of the district’s energy management program.

Administration and record keeping:

• Serve as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
• Advise, assist and make recommendations to the Superintendent on alternate energy sources, consumption and general energy conservation measures.
• Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
• Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
• Prepare energy requirement estimates and budget allotments for all district facilities and develop procedures for efficient utilization of energy sources.
• Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the district.

Accountability and reporting:

• The Energy Specialist reports directly to a superior at least once quarterly as to status of the district’s energy consumption.
• Report annually to the Board of Education on status and success of program.
• The Energy Specialist provides regular communication with principals and custodial staffs, as to status of their buildings’ energy consumption.
• Report to the director of buildings and grounds any safety hazards observed.

*Implementation and compliance:*
• Regular “walk-through” audits of all the district’s facilities to insure operating efficiency, optimum educational environment, and compliance with district’s energy policy.
• Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
• The Energy Specialist is responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
• Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
• Insure that the district is on proper utility rate schedule and is receiving correct billing.
• Insure district participation in any rebate program offered.

*Energy management systems:*
• Coordinate with the buildings and grounds supervisor the installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
• Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
• Work with the building and maintenance personnel on proper operation of the systems and equipment. Attend all scheduled in-services on the energy management system.

*Skills:*
• Independent work ethic
• May require supervisory responsibility
• Exercise of good judgment in implementation of policy
• Ability to maintain favorable public relations
• Ability to analyze and interpret technical data and communicate it to non-technical individuals
• Persuasive
• Strong communication skills
• Large measure of diplomacy

*Working conditions/Physical Requirements:*
• Work is performed in an office (20%) and in the field (80%)
• Commitment to irregular hours (night, weekend, holiday and summer audits)
• 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 25 pounds
• Must be able to read various forms of written materials and must be able to recognize different signs and symbols
Legal Reference:

Cross Reference: Article 175 – Energy Management Conservation Policy

Approved: May 27, 2008

Revised: October 24, 2017