

# Hernando County School Board Florida

FLSA: Exempt, Non-Union

## ENERGY/CONSERVATION MANAGER

### **Required Qualifications:**

- A.A. Degree\*
- Minimum of four (4) years of energy conservation and/or sustainability experience
- Possess skills required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions
- Possess specific skill-based competencies required to satisfactorily perform the functions of the job
- Knowledge required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions, and solve practical problems
- Possess specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic knowledge of the principles characteristics of all types of HVAC equipment
- Possess understanding of typical maintenance practice for building/maintenance equipment
- Ability to perform energy cost savings calculation of such items as chillers, boilers, air handling systems, electric motors, lighting systems, pumps and control strategies
- Ability to schedule activities, meetings, and/or events, and consider a variety of factors when using building/maintenance equipment
- Possess the flexibility that is required to work with others in a variety of circumstances
- Possess specific ability-based competencies required to satisfactorily perform the functions of the job including: being attentive to detail; meeting deadlines and schedules; and working under time constraints
- Ability to convey or exchange technical information, maintain an open line of communication with state and local government and utility personnel, elected officials and all staff
- Ability to effectively interface with administrators, teachers and parents in dealing with Heating Ventilation Air Conditioning HVAC and Indoor Air Quality (IAQ) concerns
- Possess tact and diplomacy
- Possess the flexibility to deal with after-hours issues, performing under moderate stress

\*In lieu of A. A. Degree, two (2) additional years of experience in the area of energy conservation and/or sustainability

### **Desired Qualifications:**

- Bachelor's degree in job related area and/or Business with energy/sustainability experience
- Certified Energy Manager (CEM) certification or ability to be certified
- Computerized Maintenance Management System (CMMS) experience, including but not limited to work orders and scheduling

## **Performance Responsibilities:**

- Work under limited supervision following standardized practices and/or methods
- Adhere to safety practices
- Handle hazardous materials
- Operate equipment used in the maintenance and repair of energy systems
- Plan and manage projects
- Schedule events
- Prepare and maintain accurate records
- Operate standard office equipment including using pertinent software applications
- Track budget expenditures
- Supervise and evaluate assigned staff
- Gather, collate and classify information
- Analyze data utilizing defined but different processes
- Operate equipment using a variety of standardized methods
- Analyze and monitor utility billings for the purpose of developing baselines to quantify energy impacts and recommend methods of cost containment
- Assist with writing specifications for additional energy management or energy related services for the purpose of preparing for changes resulting from the electric energy restructuring
- Collaborate with utility companies, acting as point of contact for all issues related to the energy consumption of the district for the purpose of gathering information to compare pricing structure, etc. and in order to acquire and analyze district utility bills for accuracy, trends and opportunities
- Coordinate or provide training and education for HVAC personnel, other employees and students for the purpose of educating about energy related topics
- Develop, establish, and implement policies, plans and programs (e.g. District energy policy, energy management plans at district and school level, energy efficiency goals, Spot the Watt, recycling, etc.) for the purpose of reducing energy consumption and achieving strategic goals
- Identify additional opportunities (e.g. participate in the capital planning process to infuse sustainable design measure in future new construction projects, develop capital and repair projects for energy savings that have a reasonable return of investment) for the purpose of making cost effective energy saving retrofits
- Identify equipment that needs attention for replacement or preventative and predictive maintenance and opportunities for new technologies and Energy Star Certification for the purpose of ensuring that energy efficient equipment is installed in new construction and renovation projects and current equipment and buildings are energy efficient
- Maintain a variety of organized files, records and utility information, including Indoor Air Quality (IAQ) records in sufficient detail for the purpose of facilitating rapid answers to consumption related questions for maintenance and other district personnel
- Prepare reports for the Director of Facilities and Support Operations Division, and support any challenge to the District's IAQ and/or HVAC maintenance programs
- Maintain vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition
- Prepare written materials (e.g. repair status, reports, activity logs, etc.) for the purpose of documenting activities and/or conveying information
- Program each school and district facility for the purpose of minimizing run time of energy consuming equipment, ensuring indoor air quality is met and HVAC needs are met

- Respond to calls 24-hours a day, for the purpose of resolving the problems via the energy management system or identifying appropriate staff and equipment and/or systems repair and/or replacement needs
- Review calibration of energy management equipment for the purpose of ensuring that it is working to specifications
- Serve as the District's expert on IAQ for the purpose of providing information and advising on current IAQ rules and regulations, record-keeping of IAQ issues and the Environmental Protection Agency's (EPA's) Tools for Schools survey methods for IAQ investigations
- Verify set point change for the purpose of maintaining acceptable environmental conditions or district specified set points in all classrooms and other public spaces
- Maintain the operating system for the Use of Facilities process
- Ensure all proper Use of Facility paperwork and scheduling is in order
- Keep abreast of changes in technology, or in the application of existing technologies, as they pertain to energy efficiency or energy cost reduction
- Perform other duties as assigned by the Director of Facilities and Support Operations Division and/or designee

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to Director of Facilities and Support Operations Division and/or designee

**Evaluation:**

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

**Job Code:**

79018

Board Approved: 06/10/14  
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