

ROCKLIN UNIFIED SCHOOL DISTRICT

Job Description



JOB TITLE: Energy Education Specialist

SUMMARY:

The Energy Education Specialist works to establish accountability for energy consumption at every level in the organization. This individual is responsible for developing and monitoring the organization's energy management program under board-approved policies and guidelines for the purpose of reducing utility consumption and establishing accountability for energy consumption at every level of the District.

The leadership role of the Energy Education Specialist is instrumental in the success of the energy conservation program and helping retain district funds.

SUPERVISOR: Assistant Superintendent, Facilities & Operations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Serve as district representative at meetings, seminars and conferences relating to energy use and conservation.
2. Advise, assist and make recommendations on alternate energy sources, consumption and general energy conservation measures.
3. Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
4. Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption
5. Prepare energy requirement estimates and budget allotments for all district facilities and develop procedures for efficient utilization of energy sources.
6. Maintain all energy and water consumption records and data.
7. Maintain records of federal and/or state energy conservation grants received by the district.
8. Establish and maintain a program to promote energy conservation through positive feedback throughout the district and involve all personnel in taking ownership for success of program.
9. Develop a plan to communicate and publicize energy conservation to District employees and students through meetings, site visits, media opportunities, and bulletins.
10. Coordinate with internal and external PR support to utilize all media opportunities to promote successes of the District's energy management program.
11. Advise, assist and make recommendations to the Assistant Superintendent of Facilities and Operations regarding alternate energy sources, consumption, and general energy conservation

measures.

12. Report directly to Assistant Superintendent of Facilities and Operations as to the status of the District's energy consumption
13. Report at least quarterly to the Board on status and success of the energy program.
14. Provide regular communication with principals and custodial staff as to status of their buildings' and site's energy consumption.
15. Report immediately any safety hazards observed.
16. Conduct regular periodic "walk-through" audits of all of the district facilities to ensure operating efficiency, optimum education environment, and compliance with district Board policies.
17. Coordinate usage of facilities and ensure proper space utilization consistent with energy conservation.
18. Take responsibility for the implementation of weekday, weekend, holiday and summer shutdown checklists for every building and location in the district.
19. Ensure building principal or custodian reads all meters on same days as utility companies.
20. Implement night setback program for every building on weeknights, weekends, holidays, and summer recess.
21. Ensure that the district is on proper utility rate schedule and is receiving correct billing.
22. Ensure organization participation in any rebate program offered.
23. Provides input on facility projects related to energy management and the purchase of any products that affect energy consumption.
24. Coordinate with Director of Facilities & Maintenance on the installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
25. Assist with the design and maintenance of the programming for computerized energy management system to ensure operating efficiency. Update programs as necessary.
26. Work with building and maintenance personnel on proper operation of the systems and equipment.
27. Attend all scheduled in-services on the energy management system.
28. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Knowledge of communication techniques and technologies with the ability to interpret technical data and effectively communicate this data with technical and nontechnical individuals.
- Knowledge of objectives and organization of an energy management program
- Basic techniques of data analysis and report preparation
- Office, computer, and related equipment and software—including multi-line telephone, fax, etc.
- Energy management objectives
- Program development
- HVAC and lighting systems
- Principles and practices of administration, supervision, and training
- Public speaking techniques
- Strong work ethic

Ability to:

- Strong and effective interpersonal written and oral communication skills.

- Provide diplomatic and persuasive instruction and encouragement
- Work independently
- Perform mathematical calculations using a calculator to calculate loads
- Compile statistical data and prepare tables, charts, and graphs.
- Analyze energy and water consumption data
- Conduct meetings; prepare and make effective presentations—visual and oral
- Prepare clear and concise reports and make recommendations
- Interpret laws, codes and regulations and their application to energy conservation
- Develop, revise, and implement procedures
- Adjust to changing priorities
- Establish and maintain effective relationships with others—including favorable public relations
- Determine and appropriately address potential safety hazards
- Exercise good judgment in implementation of policy

EDUCATION:

Graduation from High School

EXPERIENCE:

Preferred candidates will have three years or more years of classroom, administrative, or other professional experience in the district.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

Maintain a District-insurable driving record

OR

Use of a personal vehicle is required in the performance of the work.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

- Must be able to climb, bend, stoop, and reach
- Must be able to walk and stand for long periods
- 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

- Dexterity of hands and fingers to operate office equipment
- Seeing to review and analyze documents, reports, and records
- Ability to distinguish colors
- Demonstrate normal depth perception

MEDICAL CATEGORY I:

1. Position requires moderate physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with moderate physical work and requires moderate physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor and outdoor environmental conditions. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment will vary.

- Work is performed in multiple environments: indoor/office (20%) and outdoor/in the field (80%)
- Commitment to irregular hours (nights, weekends, holidays, and summer hours)
- May be required to work in emergency situations
- Working in confined spaces is sometimes required
- Exposure to dust, oils, and cleaning chemicals
- Climbing stairs and ramps

Adopted: March 16, 2011

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District Maintains a tobacco-free, drug-free environment.