

**TITLE:                      PART-TIME ENERGY EDUCATOR / MANAGER                      FLSA: EXEMPT**

**QUALIFICATIONS:**            1. Bachelor's degree or higher from an accredited institution with educator certification.  
2. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

**REPORT TO:**    Coordinator (Facilities/Maintenance/Growth Management)

<b><u>JOB GOAL:</u></b> To manage and support the implementation of the district's energy management policy and to establish accountability of energy consumption at every level in the district.
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**PERFORMANCE RESPONSIBILITIES:**                      \*Essential Performance Responsibilities

- \* 1. Advise, assist and make recommendations on alternate energy sources, consumption and general energy conservation measures.
- \* 2. Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the district.
- \* 3. Report any safety hazards observed.
- \* 4. At least once monthly, update the Coordinator of Facilities/Maintenance/Growth Management as to the status of the district's energy consumption.
- \* 5. Conduct regular "walk-through" audits of all the district's facilities to insure operating efficiency, optimum educational environment and compliance with district's energy policy.
- \* 6. Responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
- \* 7. Organize program wherein building principal or custodian reads all meters on same days as utility companies.
- \* 8. Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
- \* 9. Insure that the district is on proper utility rate schedule and is receiving correct billing.
- \* 10. Insure district participation in any rebate program offered.
- \* 11. 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.
- \* 12. Coordinate with appropriate facilities personnel in reference to management system installation, programming and maintenance.
- \* 13. Attend all scheduled in-services on the energy management system.
- \* 14. Responsible for performing work approximately 80% in the field and 20% in an office.
- \* 15. Commitment to work irregular hours (night, weekend, holiday and summer).
- 16. Perform such tasks and assume responsibilities as the Superintendent or Supervisor may assign.

**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 the job.

While performing the duties of this job, the employee is regularly required to walk and stand for long periods, climb, bend, stoop, reach, use hands to manipulate objects, tools, or controls and talk and hear.

The employee must be able to push, pull or lift at least 25 pounds. Working in confined spaces is sometimes required. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:**            Salary and benefits shall be paid consistent with the District's approved compensation.  
Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.