

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Energy Management System Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	054 OSS
REVISED:	August 6, 2001		

BASIC FUNCTION:

Assist in the development and implementation of the centrally controlled computerized energy management system and operate, monitor, adjust, and maintain the system; support and participate in related functions of the district energy/utilities management program.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist in the development and implementation of the district energy/utilities management program. **E**

Operate a centrally controlled computerized energy management system and perform continuous review of the system to monitor performance and to maintain settings and schedules. **E**

Work with all levels of district staff and vendors to obtain information, make recommendations, and make adjustments to resolve a variety of heating, ventilating, air conditioning, electrical, and plumbing equipment problems and issues. **E**

Make site visits to determine and implement site requirements, verify system operation, and observe system effectiveness. **E**

Test system efficiency as changes are made at established, remodeled, and newly constructed sites. **E**

Review plans and specifications and serve as technical resource for energy/utilities system management; promote energy consumption awareness within the district. **E**

Maintain a variety of records, research data, and prepare reports as required. **E**

Assist with developing and updating procedures manual to address energy management program guidelines and objectives. **E**

Respond to after-hours emergency calls for services as needed. **E**

Attend training seminars, vendor demonstrations, meetings, and courses to remain current with latest techniques and technologies. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent, full-time, paid experience of acceptable level and quality in the heating, ventilating, and air conditioning (HVAC), controls, or energy management industry, preferably including experience in all three disciplines with retrofit training, and experience in managing a computerized energy management control system. Technical courses in HVAC and associated control systems are desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of heating, ventilating, and air conditioning mechanical, electrical, and plumbing systems and with computerized control systems operation, applications, and theory.

Relationships between those trades.

Applicable current laws, codes, and practices including knowledge of safety methods and practices.

Oral and written communication skills.

ABILITY TO:

Modify, implement, maintain, and trouble-shoot an automated energy management system.

Make sound recommendations for resolution of problems or change within program responsibilities.

Interpret plans, specifications, and flow charts.

Establish and maintain effective working relationships with all levels of district staff, vendors, and the public.

Operate standard office equipment including microcomputers and related software applications.

Plan and organize work and meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office or school site settings; driving a vehicle to conduct district business.

PHYSICAL REQUIREMENTS:

Good health with strength and energy sufficient to maintain a rigorous work schedule including driving and extensive site surveys; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and interpret plans, specifications, and flow charts and perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate computerized control systems and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, and climbing ladders, stairs, and scaffolding to make necessary inspections; lifting light objects.

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