

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Energy/Telecommunication Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	046 OTBS
<b>REVISED:</b>	July 1, 2002		

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**BASIC FUNCTION:**

Assist in the development and implementation of methods for more cost effective utilities and energy use.

**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**

Develop and recommend methods and programs for maximizing effectiveness of energy use and minimizing energy consumption in district facilities. **E**

Prepare and monitor the natural gas and electrical portion of the energy/telecommunications budget. **E**

Conduct research and develop energy and resource conservation materials and long-range plans for cost effective energy systems. **E**

Perform site surveys and inspections in order to provide corrections in high utility use. **E**

Monitor utility billings to assess consumption and to detect discrepancies. **E**

Evaluate available state and federal grants and makes appropriate recommendations. **E**

Prepare required applications for grants. **E**

Conduct cost analysis of energy conservation projects and make recommendations regarding the district's participation. **E**

Prepare reports to support recommendations. **E**

Develop and maintain computerized inventory of equipment and materials. **E**

Serve as liaison with school sites, public agencies, and vendors. **E**

May lead and direct the work of assigned staff.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in public administration or other directly related field, supplemented by coursework in energy conservation, and one year of recent, related experience of acceptable level and quality.

**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:**

Principles and procedures of utilities management and energy conservation.

Budgeting principles and procedures.

Reading and writing English communication skills.

**ABILITY TO:**

Demonstrate organizational and analytical skills.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.22.04—PeopleSoft

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Job Code 7101

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