

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Energy/Telecommunication Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	050 Supervisors'
REVISED:	July 1, 2002		

BASIC FUNCTION:

Plan, implement, and coordinate methods for more cost effective utilities and energy usage.

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 administer the district telecommunications system. **E**

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

Prepare and monitor district budget for electrical, natural gas, heating oil, telephone, cable television, and water services. **E**

Recommend building design components and concepts to effectively utilize utilities and conserve energy. **E**

Develop and submit district standards for site building design relative to telephone requirements. **E**

Administer district-wide telephone contract program. **E**

Supervise the production of district telephone directories. **E**

Recommend policies for utilities management. **E**

Develop and submit specifications for telephone switches and systems. **E**

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

Maintain an on-going program of site surveys and inspections in order to provide staff assistance in correcting high energy use situations. **E**

Review potential funding sources for improvement to district's energy and resources conservation and make appropriate recommendations and applications. **E**

Develop and maintain records on telephone installations. **E**

Monitor all district utility and telecommunication billings to assess consumption and detect errors. **E**

Develop and maintain computer programs for utilities management. **E**

Serve as district liaison with San Diego Gas and Electric, Pacific Bell, and city water department. **E**

Attend applicable energy conservation and utilities management seminars. **E**

Select, train, and evaluate the work of assigned staff. **E**

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, business administration, or other directly related field supplemented by coursework in electrical or conservation engineering and four years of recent, increasingly responsible experience in utilities management which must include responsibility for telecommunications systems.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of utilities management and energy conservation.

Budgeting principles and procedures.

Modern electronic data processing applications.

Reading and writing English communication skills.

ABILITY TO:

Analyze statistical data.

Exercise sound judgment in making recommendations.

Operate standard office equipment including microcomputers and related software applications.

Train, supervise, and evaluate the work of others.

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.

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