

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Energy/Utility Program Coordinator	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	061 OSS
<b>REVISED:</b>	September 3, 2002		

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**BASIC FUNCTION:**

Plan, organize, and coordinate the functions of the district energy/utilities management program and leads the work of assigned staff.

**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 standards and goals. **E**

Plan and coordinate the district role in the implementation of energy management and irrigation control systems through project completion and continued maintenance and enhancements. **E**

Oversee program activities to measure and evaluate performance and results of customer service and compliance with district policies and goals. **E**

Lead, plan, organize, assign, schedule, and participate in the work of the program. **E**

May plan, coordinate, and lead the work of staff from other programs when required.

Review completed projects and resolve a variety of related program issues. **E**

Administer contracted maintenance and minor construction services. **E**

Work with administrative and other district staff, energy/utility services providers, and public and private agencies, as necessary, to pursue and implement reductions in the district energy consumption and to assist with solicitation of alternative funding. **E**

Make site visits as required to interpret and implement energy/utility efficiency policies and procedures. **E**

Promote energy awareness programs within and outside of the district. **E**

Schedule maintenance work to minimize disruption to classroom activities. **E**

Maintain a variety of records related to program activities, labor, materials, tools, and equipment. **E**

Review and analyze reports and data to track efficiency, recognize potential problems, and maximize program effectiveness. **E**

Prepare various reports related to the program as required. **E**

Participate in development of budgets as assigned. **E**

Assist with developing and updating program policies and procedures. **E**

Implement and enforce safety regulations and practices. **E**

Conduct safety and training meetings. **E**

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

Attend training seminars and courses to remain current in leadership skills and latest techniques and technologies. **E**

Encourage and arrange personal development and training opportunities for staff as related to energy/utilities management system program. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to five years of recent, full-time, paid experience in energy or utility management systems, including analysis and leadership experience. College level coursework in mechanical engineering, mathematics, or related field is 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:**

Energy/utilities operations and building trades relationships.

Current laws, codes, and practices applicable to assigned responsibilities including knowledge of safety methods and practices.

Basic computer and software utilization.

Reading and writing English communication skills.

**ABILITY TO:**

- Coordinate, schedule, and prioritize multiple energy/utilities efficiency projects.
- Demonstrate strong analytical and organizational skills.
- Make sound recommendations for resolution of problems or change.
- Interpret plans and specifications.
- Provide leadership, training, and direction to assigned staff.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with all levels of district staff, outside agencies, vendors, and the public.
- Plan and organize work.
- 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:**

Indoor and outdoor environments.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to perform assigned duties; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to perform assigned duties; climbing ladders, stairs, and scaffolding to make necessary inspections; lifting heavy objects.

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