

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Energy/Utilities Program Supervisor	REPORTS TO:	Assigned Manager
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	051 AASD Supervisors'
ISSUED:	June 20, 2008		

BASIC FUNCTION:

Plan, organize, budget, and supervise the functions of the district's 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

Develop and implement the district's energy/utilities management program standards and goals. **E**

Establish and administer the district's role in the implementation of energy management and irrigation control systems through project completion and continued maintenance and enhancements. **E**

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

Plan, organize, assign, schedule, and supervise energy/utilities services staff. **E**

Review and resolve issues relating to the energy/utilities program function. **E**

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

Develop and implement procedures and work practices for identifying, reporting, and pursuing reductions in the district energy consumption and to solicit 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**

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**

Develop and monitor budgets as assigned. **E**

Develop, implement, and interpret program policies and procedures for the energy/utilities unit. **E**

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

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

Keep abreast of changes in techniques, technologies, and supervision. **E**

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A 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:

Develop, plan, 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 supervision of 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.

Job Code 8069

FK