

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ENERGY EDUCATOR/MANAGER

BASIC FUNCTION:

Under the direction of the Superintendent or Deputy Superintendent as assigned, establish accountability for energy consumption at every level in the school district; develop and monitor the District's energy management program under Board of Education policy and Superintendent's guidelines for the purpose of reducing utility consumption.

REPRESENTATIVE DUTIES:

Administer recordkeeping, accountability, reporting, program implementation, promoting District employee involvement, and validating energy management system compliance to the District's energy policy and guidelines. *E*

Serve as District representative at management-level meetings, seminars and conferences related to energy use and conservation. *E*

Advise, assist and make recommendations to the Superintendent on alternate energy sources, consumption and general energy conservation measures. *E*

Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends. *E*

Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption. *E*

Prepare energy requirement estimates and budget allotments for all District facilities and develop procedures for efficient utilization of energy sources. *E*

Maintain all energy and water consumption records and data and records of federal energy conservation grants received by the District. *E*

Provide the Superintendent/Deputy Superintendent with monthly status reports of the District's energy consumption and report quarterly to the Board of Education on the status and success of the program. *E*

Communicate with principals and custodial staff as to status of their site energy consumption. *E*

Report to the Director-Facilities/Operations any safety hazards observed. *E*

Maintain regular "walk-through" audits of all the District's facilities to insure operating efficiency, optimum educational environment and compliance with District's energy policy. *E*

Coordinate usage of facilities and insure proper space utilization consistent with energy conservation. *E*

Responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the District. *E*

Organize and institute program wherein site principal or custodian reads all meters on same days as utility companies. *E*

Implement night setback program for every building on weeknights, weekends, holidays and summer recess. *E*

Insure proper utility rate schedule, correct billing, and District participation in any rebate program offered. *E*

Establish a program to promote energy conservation through positive feedback to all levels of the District involving all personnel and students in taking ownership for success of program. *E*

Utilize all media opportunities to promote success of the energy management program. *E*

Coordinate with Director-Facilities/Operations on installation and/or repairs of energy management systems and maintenance of wiring and installation diagrams of the systems. *E*

Assist with design and maintenance of the programming for computerized energy management system to insure operating efficiency and update programs as necessary. *E*

Coordinate with building and maintenance personnel on proper operation of the systems and equipment. *E*

Attend all scheduled in-services on the energy management system. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of a computer workstation.
- Interpretation of technical data.
- Leadership and supervisory components.
- Diplomacy and strong interactive communication skills.

ABILITY TO:

- Read various forms of written materials and recognize different signs and symbols.
- Analyze and interpret technical data and communicate to non-technical individuals.
- Maintain positive public relations and demonstrate persuasive techniques.
- Exercise good judgment in implementation of policy with a strong independent work ethic.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in business administration, public administration, economics, engineering, or a related field, and five years' supervisory experience in a related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

- Work is performed in an office (20%) and in the field (80%).
- Commitment to irregular hours (night, weekend, holiday and summer audits).

PHYSICAL ABILITIES:

- Climb, bend, stoop, reach; walk and stand for long periods.
- Push, pull or lift at least 25 pounds and work in confined spaces.