

ENERGY EDUCATOR/MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Business Manager or the Director of School Facilities, Operations, and Maintenance, the incumbent of this position implements and promotes energy use and conservation programs within a school district. In accordance with provided training and instruction, and under broad level policy and guidelines, an incumbent is responsible for the development, application, monitoring and review of an energy consumption and accountability program for the purpose of reducing utility consumption in a school district. Work is performed during various hours including nights and weekends and also involves physical inspections of buildings, heating plants, and district facilities. Supervision is not an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Establishes and publicizes a program to promote energy use and conservation;

Advises and makes recommendations on alternate energy sources, consumption and energy conservation measures;

Develops and maintains contact with Federal and State agencies and monitors energy policy trends;

Provides input on capital projects related to energy management and on purchase of any products that affect energy consumption;

Develops forecasts and reports for budget preparation, energy consumption and conservation;

Monitors and analyzes energy consumption and costs, including measuring performance against established benchmarks and standards;

Prepares energy requirement estimates and budget allotments for all district facilities;

Develops procedures for efficient utilization of energy sources;

Maintains all energy and water consumption records and data;

Maintains records of federal energy conservation grants received by the district,

Coordinates usage of faculties and ensures proper space utilization consistent with energy conservation;

Implements a daily, weekend, holiday and summer shutdown checklist for district buildings;

Conducts regular walk-through audits of district facilities to ensure operating efficiency, optimum educational environment and compliance with the district's energy policy;

EXAMPLES OF WORK (Illustrative Only) (Continued)

Coordinates, with the Director of School Facilities, Operations and Maintenance, installation and/or repairs of energy management systems;

Maintains wiring and installation diagrams of energy management systems;

Assists with the design and maintenance of programming for computerized energy management system to ensure operating efficiency; updates programs, as required;

Provides regular communication with building principals and custodial staff regarding status of their buildings' energy consumption;

Prepares monthly reports on energy consumption for the Business Manager and quarterly reports for the Board of Education;

Performs energy calculations and incorporates results in the management of energy conservation programs and central plant operations;

Makes presentations before community groups and in school regarding energy conservation;

Educates school district staff about proper energy conservation practices;

Ensures adherence to established district policies and procedures regarding energy conservation;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to plan, organize and coordinate the activities of others; ability to communicate effectively, both orally and in writing; ability to work effectively and independently; ability to analyze and interpret technical data and communicate it to non-technical individuals; ability to maintain effective working relationships; ability to push, pull or lift at least 25 pounds; ability to climb, bend, stoop and reach; ability to walk and stand for long periods; ability to work in confined spaces; ability to read various forms of written materials and must be able to recognize different signs and symbols; ability to work irregular hours including night, weekend, holiday and summer hours; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good judgment; tact; diplomacy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) five (5) years of work experience in an educational setting (i.e.; public or private school, college, university, etc.) in which the primary function of the position was administrative or technical staff support or (b) five (5) years of work experience in an educational setting (i.e.; public or private school, college, university, etc.) where the primary function of the position was building maintenance and/or repair or (c) five (5) years of work experience which involved the analysis, management or implementation of energy use and conservation programs.

SUBSTITUTION: Satisfactory completion of 30 credits* at a recognized college or university may be substituted on a year for year basis for up to four (4) years of the work experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid driver's license to operate a motor vehicle in New York State.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.