



Job Title: Energy Management Specialist

Exemption Status: Exempt

Reports to: Director Maintenance

Date Revised: January 2018

Dept./School: Maintenance

Pay Grade: 103

Primary Purpose:

Responsible for implementing energy and sustainability programs throughout the district. Coordinate and maintain a functional energy management system. Coordinate and oversee energy and water conservation audits and the overall utility management program.

Qualifications:

Education/Certification:

- Associate degree in a related area with a focus on mathematics, engineering, or computer studies
- Bachelor's degree in a related area with a focus on mathematics, engineering, or computer studies preferred
- Accredited Texas Energy Manager (ATEM) Certification
- Valid Texas driver's license with a good driving record

Experience:

- Minimum of five (5) years of experience in a related field
- Some supervisory experience preferred

Special Knowledge/Skills:

- Knowledge of energy management program development
- Ability to interpret mechanical and electrical plans and specifications for building facilities
- Knowledge of basic types of automatic controls and systems instrumentation
- Knowledgeable of personal computers and related software applications
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Assist the Energy Supervisor in integrating Energy Management Program goals with district operations and maintenance staff.
2. Assist in implementing and monitoring the Energy Management Program.
3. Assist the Energy Supervisor in developing the Energy Star Program.
4. Assist the Energy Supervisor in the district-wide Waste Disposal and Recycling Program.
5. Acts as district liaison to provide optimum facility comfort.
6. Assist the Energy Supervisor in energy conservation studies and reports.
7. Conduct periodic inspections of facilities to ensure compliance with the District's Energy, Solid Waste, and Recycling Management Program.
8. Works with administrators, students, parents, and the community on the energy awareness program.
9. Collect and analyze energy consumption data from various sources, including utility bills, meters, and monitoring systems.
10. Assist in identifying trends and patterns in energy usage to inform decision-making and optimization strategies.
11. Compile and maintain accurate records of energy consumption and related metrics.



12. Prepare reports and presentations summarizing energy usage, savings, and performance metrics.
13. Maintain documentation for energy management activities, including project plans, progress reports, and compliance records.
14. Ensure compliance with regulatory requirements and industry standards related to energy management and conservation.
15. Performs all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including computer and peripherals; may use small hand tools and instruments; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15–44 pounds)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, and vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent district comprehensive travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____