



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

ASSISTANT ENERGY MANAGER

SUMMARY

The Assistant Energy Manager works under the Energy Education Manager, as assigned, to establish accountability for energy consumption at every level in the school district. The Assistant Energy Manager is responsible for maintaining and monitoring the district's energy management program under the direction of the Energy Education Manager.

The candidate must have an independent work ethic, good judgment capabilities and have the ability to maintain positive public relations. The candidate must possess advanced computer literacy, be able to interpret technical data, and demonstrate an ability to communicate with technical and non-technical individuals.

The candidate shall sign a confidentiality and non-compete agreement with Cinergistic. The candidate shall agree to a description of duties that specifies requirements for the position and aspects of the implementation plan.

DISTINGUISHING CHARACTERISTICS

Basic areas of responsibility include: Under the direction of the Energy Education Manager, administration and record keeping, accountability, reporting, program implementation, promoting district employee involvement, and validating energy management system compliance to the district's energy policy and guidelines.

REPRESENTATIVE DUTIES

Administration and record keeping:

- Assist the Energy Education Manager in serving as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends as directed
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
- Assist in preparing energy requirement estimates and budget allotments for all district facilities and develop procedures for efficient utilization of energy sources.
- Assist in monitoring environmental and ventilation systems for energy efficiency.
- Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the district.
- Participate in the Energy Conservation Committee

Accountability and reporting:

- Reports directly to the Energy Education Manager on a daily basis.
- Provides regular communication with principals and staff as to status of their buildings' energy consumption.
- Report to the Energy Education Manager and/or as directed by the Assistant Superintendent Business Services.
- Report to the Energy Education Manager and/or Director of Maintenance and Operations any preventative maintenance issues or concerns observed.

REPRESENTATIVE DUTIES (continued)

Implementation and compliance:

- Regular “walk-through” audits of all the district’s facilities to insure operating and ventilation efficiency, optimum educational environment and compliance with district’s energy policy.
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- Assist in the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
- Maintain night setback program for every building on weeknights, weekends, holidays and summer recess.
- Periodically review that the district is on proper utility rate schedule and is receiving correct billing.
- Research and report to Energy Education Manager, any rebate program offered.
- Assist supervisor and appropriate district staff in how district facilities are allocated for use by outside agencies.
- Be a resource to administration when deciding which building and part of building is used at various times throughout the year.

Publicity and district involvement:

- Assist in establishing and maintaining a program to promote energy conservation through positive feedback to all levels of the district and involve all personnel and students in taking ownership for success of program.
- Utilize all media opportunities to promote successes of the district’s energy management program.
- Assist the Energy Education Manager in developing energy conservation curriculum and other resources for use at all levels of the school district to promote awareness.

Energy management systems:

- Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
- Work with the maintenance personnel on proper operation of the systems and equipment. Attend all scheduled in-services on the energy management system.
- Provide recommendations on starting times, stop times, duration and off times to ensure maximum efficiency of the system.
- Maintain energy efficient settings as established by the Energy Education Manager.

MINIMUM QUALIFICATIONS

Skills

- Independent work ethic
- Work may require supervisory responsibility
- Exercise of good judgment in implementation of policy
- Ability to maintain favorable public relations
- Persuasive
- Strong communication skills
- A large measure of diplomacy
- Candidate must have an independent work ethic
- Good judgment capabilities
- Maintain positive public relations, and must be persuasive
- Advanced computer literacy
- Interpret technical data
- Demonstrate an ability to communicate with technical and non-technical individuals
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MINIMUM QUALIFICATIONS (continued)

Abilities

- To work effective in committees and groups
- Prepare PowerPoint presentations and make effective written and oral reports
- Prepare and maintain complex databases and spreadsheets
- Speak to small, mid-size and large groups.
- Ability to analyze and interpret technical data.
- Learn from technical training and apply that to the goals of the Energy Conservation program.

EMPLOYMENT STANDARDS

Education

- Bachelors Degree preferred

Experience

- 5 years experience working with people or energy conservation programs.

Licenses/Certificates

- Must be able to pass a pre-employment clearance with both the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)
- A valid California Driver's License and liability insurance at current market values
- Teacher Credential preferred

WORKING CONDITIONS WHICH MAY OCCUR

- Work inside protected from weather 3 - 5 hrs/day
- Work outside exposed to the weather more than 7 hrs/day
- Work in temperatures below 15 degrees F. 3 - 5 hrs/day
- Work in temperatures above 104 degrees F. 3 - 5 hrs/day
- Work in humidity over 60% more than 7 hrs/day
- Tasks performed with back bent or twisted while lifting or holding heavy items
- Tasks performed while objects are lifted out of or put into cramped spaces
- Tasks performed involve leaning, bending forward, kneeling or squatting
- Tasks performed involve working with the wrists in a bent or twisted position
- Tasks performed with the hands below the waist several times an hour
- Commitment to irregular hours

PHYSICAL ABILITIES

- Muscular Tension, Speech Intelligibility in Quiet, Speech Intelligibility in Noise, Muscular Power, Muscular Endurance, Flexibility

MENTAL ABILITIES

- Oral Comprehension, Originality, Information Ordering, Flexibility of Closure, Category Flexibility, Fluency of Ideas, Auditory Understanding, Speed of Closure, Time Sharing, Memorization, Oral Expression, Speech Recognition, Problem Sensitivity, Inductive Reasoning, Written Comprehension, Deductive Reasoning, Selective Attention, Written Expression

EMPLOYMENT STATUS

Classified Management position

April 18, 2013