



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue - Hemet, CA 92545 - (951) 765-5100

ENERGY EDUCATION MANAGER

SUMMARY

The Energy Education Manager works under the Superintendent or the Assistant Superintendent, as assigned, to establish accountability for energy consumption at every level in the school district. The Energy Education Manager is responsible for developing and monitoring the district's energy management program under board level policy and Superintendent's guidelines for the purpose of reducing utility consumption.

The candidate must have an independent work ethic, good judgment capabilities, have the ability to maintain positive public relations, and must be persuasive. The candidate must be computer literate, 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 Energy Education. 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: 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:

- Serve as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
- Advise, assist and make recommendations to the Superintendent on alternate energy sources, consumption and general energy conservation measures.
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
- Prepare energy requirement estimates and budget allotments for all district facilities and develop procedures for efficient utilization of energy sources.
- Monitor 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
- Provides air quality monitoring and management.
- Supervises and evaluates the performance of assigned staff

Accountability and reporting:

- Reports directly to the Assistant Superintendent of Business Services at least once monthly as to status of the district's energy consumption.
- Report quarterly to the Board of Trustees on status and success of program.
- Provides regular communication with principals and staffs as to status of their buildings' energy consumption.
- Report to the Director of Maintenance and Operations and/or Risk Manager any safety hazards observed.
- Report to the 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.
- Responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
- Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
- Insure that the district is on proper utility rate schedule and is receiving correct billing.
- Insure district participation in 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:

- Establish 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.
- Responsible for the development of energy conservation curriculum and other resources for use at all levels of the school district to promote awareness.

Energy management systems:

- Coordinate, with the Director of Maintenance, installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the 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.

MINIMUM QUALIFICATIONS

Skill to

- 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
- Computer literate
- Interpret technical data
- Demonstrate an ability to communicate with technical and non-technical individuals

Ability to

- To work effective in committees and groups
- Prepare powerpoint presentations and make effective written and oral reports
- Speak to small, mid-size and large groups.
- Ability to analyze and interpret technical data.

EMPLOYMENT STANDARDS

Education

- Bachelors Degree preferred
- Teacher credential and administrative credential preferred

Experience

- Five years experience in teaching and 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
- Administrative Services 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