

ENERGY CONSERVATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is coordination and liaison work involving responsibility for developing and monitoring a school district's energy management program for the purpose of reducing utility consumption. The incumbent will be responsible for administration and record keeping, accountability, reporting, promoting district employee involvement and validating energy management system compliance to the district's energy policy and guidelines. General supervision is received from the Director of Business Services in carrying out the district's energy policy and in implementing new procedures. The incumbent in this position will be required to work evening and weekend hours, as needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves in a liaison capacity between the school district and the energy management firm;
Establishes a program to promote energy conservation involving all personnel and students;
Performs routine audits of all facilities and communicates the audit results to the Director of Business Services and the energy management firm;
Advises, assists and makes recommendations on energy sources, consumption and energy conservation matters;
Develops and maintains contact with federal and state agencies and monitors energy policy trends;
Provides input on contractual support activities related to energy management;
Prepares energy requirement estimates and budget allotments for all district facilities;
Develops procedures for efficient utilization of energy sources;
Maintains all energy records and data and records of federal energy conservation grants received by the district;
Provides regular reports to building administrators indicating performance with regards to energy savings;
Coordinates usage of facilities and insures proper space utilization;
Insures that the district is on proper utility rate schedule and is receiving correct billing;
Instructs and works with the building and maintenance personnel on proper operation of the systems and equipment;
Coordinates installation and repair of energy management systems and maintains diagrams of records of systems;
Attends in-service training on the energy management systems;
Works with the media to promote energy conservation success throughout the district;
Makes adjustments to the Organization's Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern energy conservation*; good knowledge of techniques to develop, promote, run and evaluate an energy management program; good knowledge of techniques involved in forging good relationships with school leadership, staff and students; working knowledge of local, federal and state regulations in the use of energy*; working knowledge of the principles and techniques of effective public relations and publicity; ability to make inspections, analyze findings and determine corrective action; ability to understand the capabilities of the software to be used; ability to understand and interpret written and tabular material; ability to maintain records and prepare reports; ability to communicate effectively, both orally and in writing.

(over)

MINIMUM QUALIFICATIONS:

1. An Associate's degree or higher or equivalent college credits (minimum 60 credits) and three (3) years of work experience which involved significant coordinating responsibilities as demonstrated by management or supervisory duties, or responsibilities involving considerable public contact** and/or interpersonal relations; or
2. A Bachelor's degree or higher and one (1) year of work experience which involved significant coordinating responsibilities as demonstrated by management or supervisory duties, or responsibilities involving considerable public contact** and/or interpersonal relations.

NOTE: A Bachelor's degree in Economics, Business Administration or a related field may be deemed fully qualifying.

SPECIAL REQUIREMENT: A valid New York State driver's license or accessibility to transportation to meet work requirements in a timely manner.

*To be demonstrated during the probationary period.

**Public contact experience shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.