

**DRAFT**

**Job Title:** Energy Education Specialist  
**Department:** Physical Facilities  
**Reports To:** Lead Energy Education Specialist  
**FLSA Status:** Exempt  
**Salary Schedule:** EC lane 03



**SUMMARY**

The Energy Education Specialist works to establish accountability for energy consumption at every level in the Washington County School District. The Energy Education Specialist is responsible for developing and monitoring the District's energy management program under board-approved Policy & Guidelines, for the purpose of reducing utility consumption.

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.

The Energy Education Specialist must have an independent work ethic, good judgment capabilities, have the ability to maintain positive public relations, and must be persuasive; must be computer literate, be able to interpret technical data, and demonstrate an ability to communicate with technical and non-technical individuals.

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

With the assistance of Energy Education, establishes a program to promote energy conservation through positive feedback to all levels of the District and involve all personnel in taking ownership for the success of the program.

Coordinates with internal and external public relations support to utilize all media opportunities to promote successes of the District's energy management program.

Serves as District representative at management-level meetings, seminars, and conferences relating to energy use and conservation.

Advises, assists, and makes recommendations to the Executive Director and Director of Physical Facilities on alternative energy sources, consumption, and general energy conservation measures.

Develops and maintains contact with federal and state agencies. Monitors state and national energy policy trends.

Provides input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption.

Prepares energy requirement estimates and budget allotments for all District facilities and 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.

Reports directly to a superior at least monthly as to the status of the District's energy consumption.

Reports quarterly to the Washington County School District on status and success of the energy program.

Provides regular communication with principals and custodial staff as to the status of their buildings' energy consumption.

Reports to the Maintenance Director and Grounds Supervisor any safety hazards observed.

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

Coordinates usage of facilities and ensures proper space utilization consistent with energy conservation.

Takes responsibility for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the District.

Ensures the building principal or custodian reads all meters on the same days as utility companies.

Implements a night setback program for every building on weeknights, weekends, holidays and summer recess.

Ensures that the District is on a proper utility rate schedule and is receiving correct billing.

Ensures District participation in any rebate program offered.

Coordinates with the Maintenance Director regarding the installation and/or repairs of energy management systems. Maintains wiring and installation diagrams of the systems.

Assists with the design and maintenance of the programming for computerized energy management systems to insure operating efficiency. Updates programs as necessary.

Works with building and maintenance personnel on proper operation of the systems and equipment. Attends all scheduled training on the energy management system.

### **SUPERVISORY RESPONSIBILITIES**

This job has no direct supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable*

***accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.***

Must have an independent work ethic and exercise good judgment in implementation of policy.

Ability to maintain favorable public relations.

Ability to analyze and interpret technical data and communicate it to non-technical individuals.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Must be persuasive and have strong written and oral communication skills. Tasks and communications must be completed with diplomacy. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree and experience in training, management, and leadership; or an equivalent combination of education, experience, and training.

Must have experience working with word processing, databases, spreadsheets, and presentations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Emergency or safety certifications, teaching certifications, or organizational leadership certifications are preferred. Must have and maintain a valid Utah Driver's License.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, sit, and talk or hear; use fingers and hands to handle; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to read various forms of written materials and must be able to recognize different signs and symbols.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will perform work an average of 20% in an office and 80% in the field, sometimes working in confined spaces when required. The employee must commit to irregular hours (night, weekend, holiday, and summer audits) and must travel out-of-town for training and meetings outside of school hours.

The employee must be able to work in a very stressful environment where constructive feedback from others is encouraged. Must have excellent conflict resolutions skills and be able to diplomatically handle confrontation.

The noise level in the work environment is usually moderate.

Prepared By: <b>Executive Director, Human Resources</b>		Date: <b>10/19/2010</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>10/19/2010</b>
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: <b>Executive Director, Physical Facilities</b>	Date: <b>5/19/2016</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>5/23/2016</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Maintenance Director</b>	Date:
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

***By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.***

Print Name:	Date:
Employee Signature:	