



Job Title: Energy Manager & Commissioning Agent
Department: Maintenance
Reports To: Physical Facilities Director
FLSA Status: Exempt
Salary Schedule: EC lane 05

SUMMARY

The Energy Manager & Commissioning Agent works to establish accountability for energy consumption at every level and implements the startup and commissioning documentation process for new and existing building operations in the Washington County School District.

As part of the Energy Manager duties, the Manager is responsible for developing and monitoring the District's energy management program under board-approved Policy & Guidelines, for the purpose of reducing utility consumption.

As part of the Commissioning Agent responsibilities, the Manager assists building construction, operations, and engineering in developing procedures for the installation and optimal operation of all major systems in buildings, including but not limited to, fire suppression, HVAC, BAS, plumbing and electrical (including AV, sound and intercom); educates district staff on system processes; works with project team to manage projects and building systems integration and operational designs, compatibility, and processes, to complete system operation in the most efficient and optimal manner.

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.

Energy Manager duties and responsibilities

Maintains the existing 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 the WCSD Communications Director 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 Maintenance Director and Director of Physical Facilities on alternative energy sources, consumption, and general energy conservation measures.

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

Develops and maintains a water conservation program with the assistance of the WCSD Grounds Supervisor, Irrigation Technicians, and Head Custodians of each school.

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 all energy conservation grants received by the District.

Holds monthly meetings with Energy Specialists as to the status of the District's energy consumption and reports to the supervisor monthly.

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.

Works with Energy Specialists on proper auditing procedures of all district facilities and gives training where necessary.

Coordinates usage of facilities and ensures proper space utilization as well as building event scheduling that is consistent with energy conservation.

Takes responsibility for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the District and reports findings to your direct supervisor.

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 staff regarding the installation and/or repairs of energy management 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.

Commissioning Agent duties & responsibilities

Leads and manages commissioning projects on new and existing buildings, recommissioning and retro-commissioning.

Implement and manage asset inventory programs on new and existing buildings.

Performs design reviews of all major systems in buildings, including but not limited to, fire suppression, HVAC, BAS, plumbing and electrical systems.

Conducts scheduled site visits based on job progression to review installation of plumbing, HVAC, and control systems.

Identifies and documents recommendations or deficiencies to the project team.

Assists field personnel with pre-start up inspections to ensure equipment startup is performed correctly and cost effectively.

Reviews startup documentation to ensure startup is performed correctly in order to minimize cost and equipment failures due to improper startup procedures.

Performs and documents systems functional performance tests for each system to ensure proper operation and compliance with the project documents.

Provides technical support troubleshooting in resolving any unforeseen issues with equipment or systems.

Reviews subcontractor's scope and performance for deficiencies and generates corrective actions as necessary.

Leads in commissioning meetings and presentations to contractors and school officials.

Performs field inspections, system startups, test & balance reviews, and functional performance tests.

Works with contractors to resolve issues that will arise during construction.

Manages technical quality, accuracy, and managerial aspects of multiple projects.

Manages and monitors personal time management on projects.

Maintains accurate records of project activities.

Performs technical report writing.

Communicates with other staff members including engineers, administration staff, maintenance staff and Physical Facilities Director to solve problems or make changes to systems.

Reviews and tracks building specifications and drawings to verify that all building systems have been installed properly and are operating correctly.

Creates startup checklists for mechanical, electrical, building automated, and plumbing systems and verifies that lists are being completed accurately.

Optimizes building systems operations through evaluation of system resources utilization, feedback, and tracking.

Advises, assists, and makes recommendations to the Physical Facilities Director on optimization efforts, progress, and effectiveness measures.

Manages the implementation and development of efficient operations procedures and training.

Works with building and maintenance personnel on proper operation of the systems and equipment.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibility over the Energy Specialists.

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

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 both technical and 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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A Bachelor's Degree in electrical or mechanical engineering and three or more years of experience in building commissioning to include testing and validation of large mechanical and electrical commercial systems.

--OR--

Five (5) or more years of verified experience preferred in building commissioning to include education and training in testing and validation of large mechanical and electrical commercial systems.

CERTIFICATES, LICENSES, REGISTRATIONS

Emergency or safety certifications, teaching certifications, or organizational leadership certifications are preferred.

CBCP (Certified Building Commissioning Professional) Certificate is preferred. If not certified, the incumbent will have 36 months to complete the CBCP certification process.

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: Physical Facilities Director		Date: 11/14/2023
Approved By: Assistant Director, Human Resources		Date: 11/15/2023
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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:	