



Gaston County Schools

Energy Manager

Definition

Employee is responsible for assisting in the management of the Energy Program including: maintain database of utility expenses (electric, natural gas, water, stormwater); regulatory compliance; provide technical assistance to Gaston County Schools' (GCS) Departments related to energy (usage and expense); general Department of Energy (DOE) regulatory compliance; and conduct field audits/investigations. This employee is the "energy conscience" of Gaston County Schools responsible promoting behavior modification.

Duties and Responsibilities

- Responsible for assisting with development and review of the district's energy management program for optimum cost effective energy utilization based on the needs and requirements for the district.
- Research, analyze, and recommend efficient and effective energy utilization by forecasting, planning, and monitoring utility usage (gas, electric, water, sewer, stormwater, etc.)
- Maintain and produce reports showing trends, and other data; also coordinate with schools and their specific energy coordinators.
- Identify high energy consumers. Accumulate and present pertinent information for recommended corrective measure implementations.
- Responsible for assisting with compiling utility budgets and energy conservation measure cost estimates based upon documented program needs.
- Ensures energy management operations are supportive of the instructional goals of the district.
- Train the appropriate staff and faculty regarding energy management goals and procedures.
- Articulates the district's mission and goals in the area of energy management to the community and solicits its support in realizing the mission.
- Energy Liaison for the district to provide optimum facility comfort while reducing energy consumption levels; effectively communicate the benefits of the energy management program through behavior modification.
- Utilize consultants when necessary to identify energy conservation measures.
- Monitor facility design and construction activities as they relate to energy management.
- Evaluate and recommend software and/or systems to support the district's energy conservation programs.
- Ensure that energy audits are conducted and results shared with appropriate supervisor(s).
- Ability to develop and maintain effective working relationships with school officials, administrators, supervisors, and other school employees.
- Perform other related work as required.

Knowledge, Skills and Abilities

- Ability to understand utility rate schedules (Electric, Gas, Water, and Sewer) and ability to calculate usage.
- Knowledge of the occupational hazards and safety precautions of the trade, including safe practices and procedures of the trade.
- Thorough knowledge of HVAC, electrical and plumbing systems, and the processes of efficient energy.



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- Working knowledge of automatic control systems for buildings including remote building monitoring and operation (Alerton, Trane, Metasys, Honeywell, Schneider Electric, Network 8000, and United Automation).
- Knowledge of building, fire, and life safety codes.
- Knowledge of OSHA regulations.
- Knowledge of Federal & State Energy Codes and Practical Applications.
- Ability to utilize energy management control systems efficiently and train and direct others in the proper operation and utilization of systems.
- Ability to maintain, manage, and prepare reports and records.
- Requires the ability to prepare, read and understand correspondence, reports, forms, billing statements, invoices, financial statements, evaluations, rosters, insurance forms, turnaround documents, etc.
- Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic, or schedule form.
- Requires the ability to record and deliver information; to explain procedures; and, to follow oral and written instructions. Must be able to communicate effectively and efficiently, clearly, and concisely, both orally and in writing using Standard English and government terminology.
- Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and, to apply the theories of algebra/statistics. Requires the ability to inspect items for proper length, width, and shape.
- Proficient in Microsoft Office software and experience in Auto Cad Systems.
- Proficiency in energy cost calculations.
- Knowledge of HVAC and lighting systems.
- Strong organizational, communication, and interpersonal skills.
- Ability to understand and follow oral and written instructions.
- Specialist is an expert at controlling lighting, heating, and air conditioning demands, proper humidity control, sensible freeze protection, and landscape watering practices.

Physical Requirements

- Required to use skills requiring repetitive motor coordination with finger dexterity, e.g., keyboarding most of a normal work shift. Occasional unpleasant work elements.
- Must be able to exert up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Light work usually requires walking or standing to a significant degree.
- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, talking, hearing, and repetitive motions.
- Must possess the visual acuity to operate required equipment and motor vehicles, use measuring devices, and inspect work for accuracy, thoroughness, and adherent to work standards and instructions.
- Periodic exposure to conditions in mechanical/boiler rooms, ceilings, roofs, and under floor areas.



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Preferred Education and Experience

- Bachelor's degree in Mechanical or Electrical Engineering or equivalent job related field/experience (7 years required).
- Professional designation of Certified Energy Manager (CEM), preferred.
- Professional Engineering (mechanical or electrical) from NC Board of Examiners, preferred.
- Seven (7) years of experience in energy management and mechanical/electrical systems design.

Special Requirements

- Employee must possess and maintain an appropriate driver's license recognized by North Carolina for the weight and type of vehicles operated. Employees are governed by Gaston County Schools' Policy Code(s): 6335/7270/7260, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offenses.
- 2nd Shift position (2:00pm - 10:30pm) required to work evenings, nights, and weekend hours due to monitoring and verification duties.
- Extensive in-district travel and flexible work schedules required.
- Provides support to other trades and work groups as needed in the operation of Gaston County Schools.

Salary: North Carolina Central Office Administrator Salary Schedule, CO2 (Entry Level is \$45,000/year)

This Position Reports to: Director of Facilities

Classification: Exempt

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY:

Inside and Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Inside applicants may use Gaston County Schools' employees as references
- Complete online application



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The following documents must be uploaded to online application:

- Current résumé
- Copies of **official** college transcripts (degree-dated)
- Three completed current Administrative Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Verification of Previous “Comparable” Experience Forms (if applicable), available at:
<https://www.gaston.k12.nc.us/cms/lib/NC01911153/Centricity/Domain/126/Classified%20Experience%20Verification%20Form.pdf>
- Copy of Certifications/Licenses, if applicable

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Harry Irby, Director of Facility Services
Gaston County Schools
943 Osceola Street
Gastonia NC 28054
Email: hmirby@gaston.k12.nc.us