

Killeen Independent School District

Job Description

Job Title: Energy Management Specialist

Exemption Status/Test: Exempt

Reports to: Director for Maintenance and Operations

Date Revised: March 31, 2026

Dept./School:

Pay Grade: AM3

Primary Purpose:

Plans, direct and coordinate the district's energy management program designed to conserve resources, optimize energy consumption and reduce operating costs without compromising the educational process.

Qualifications:

Education/Certification:

Bachelor's degree in a related field, preferred; If no degree, then Eight years' experience in energy management related fields (including HVAC and building automation systems (BAS/BACnet), lighting and lighting control systems, energy management and utility accounting platforms, and the implementation of energy efficiency and conservation programs), preferably in a public-school environment. Energy Management Systems (BacNet) experience and Certified Energy Manager, preferred.

Special Knowledge/Skills:

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.

Major Responsibilities and Duties:

Manages the district's energy management program designed to conserve resources, optimize energy consumption, and reduce operating costs.

Manages and maintains the district's Energy Management Control System.

Manages, organizes, and supervises all energy management staff.

Analyzes, audits, and reports the usage of electricity, natural gas, water, liquid waste and solid waste by campuses and other facilities.

Prepares annual utility budgets based on historical usage data.

Manages the energy conservation program and assists each campus or activity in developing their own energy conservation plan to meet specific needs and requirements.

Coordinates and conducts periodic energy audit visits to each campus and recommends action(s) to improve energy conservation.

Manages the district's energy efficiency rebates program.

Provides information briefings to staff and students on energy conservation measures and opportunities.

Responds to after-hours emergency calls as necessary.

Performs such other duties as assigned.

Supervisory Responsibilities:

Directly supervises all energy management staff; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools.

Posture/Physical Demands: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting. 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. While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to finger, handle, or feel, and to stand and walk. The employee is required to regularly lift and carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders.

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses, as assigned. The noise level in the work environment is usually moderate.

Mental Demands: Work with frequent interruptions; emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.