

**Lexington School District Two  
Position Description**

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Position Title: **Energy Management Technician**

Department: Maintenance

Approved By: Dr. Angela Cooper, CHRO

Date: March 21, 2023

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**GENERAL STATEMENT OF JOB**

Under general supervision, monitors the consumption of energy in all District facilities to ensure an efficient use of energy through established energy management systems; monitors the heating, ventilation and air conditioning (HVAC) service contract, and performs related technical work as required. Reports to the Director of Operations

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

- Monitors the installation and proper operation of energy management systems; periodically inspects school systems for proper operation.
- Operates energy control center and automated control systems, designed to monitor all District-wide energy management systems; makes set point adjustments; schedules maintenance, and customizes system functions as necessary.
- Prints and analyzes computer logs to identify mechanical or energy consumption problems.
- Maintains, calibrates, repairs and replaces energy system components as necessary.
- Coordinates HVAC/mechanical contracts with architect/engineer firms; works with and oversees the work of contractors; coordinates and inspects contractor installations; reviews service reports and updates computerized maintenance management system (CMMS) as a result of major component replacements; tracks recurring system problems; reports contract deficiencies to supervisor.
- Trains principals and other personnel in the proper operation of energy system components; provides training for general system troubleshooting.
- Inspects facilities to determine energy use offenses such as unattended open doors and windows, lights left on in unoccupied spaces, space temperatures maintained outside of established parameters, illegal use of space heaters, etc.; addresses energy use offenses with facility supervisors and notifies supervisor if further action is necessary.

Maintains adequate inventory of materials needed for daily operations; requisitions tools, parts and supplies as needed. Receives and responds to concerns, complaints and inquiries in areas of responsibility. Compiles data for and prepares required technical reports, including energy use reports, maintenance / status reports, inventory records and reports, etc.

- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, facility supervisors, other District school administrators and staff, vendors and service providers, contractors, and the general public.

- Attends training, seminars and workshops, etc., as necessary to maintain and enhance job knowledge and skills.
- Compiles and submits state reports as required
- Maintains filter log and coordinates filter orders and inventory

#### **ADDITIONAL JOB FUNCTIONS**

- Serves as Asbestos Manager.
- Conducts periodic inspections on asbestos related situations
- Maintains asbestos records and submits required reports
- Maintains all licensing and accreditation for serving as Asbestos Manager
- Conducts asbestos testing and reporting as necessary
- Conduct asbestos training for employees as required
- Schedules all necessary abatement of asbestos for all facilities
- Serves as Playground Inspector
- Must possess or obtain playground equipment inspection certification
- Conduct playground inspections at least annually on all playground equipment and areas
- Assists with special projects as assigned.
- Performs routine clerical tasks as required, including but not limited to preparing reports and memos, maintaining lists and logs, copying and filing documents, answering the telephone, entering and retrieving computer data, etc.
- Performs related duties as required.
- Serves as an Indoor Air Quality Manager.
- Conducts investigation into the Indoor Air Quality complaints.
- Determines and executes course of action to remedy complaints.
- Works with environmental consultant as needed.
- Others duties as assigned.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in HVAC / mechanical systems maintenance, supplemented by three to five years of related experience coupled with computer experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license. HVAC / Energy Management certification is desirable. Must possess or obtain Asbestos Certification and Playground Inspection Certification.

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires light-to-medium work that involves walking or standing much of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of technical documents and reports. Requires the ability to prepare various types of reports and documents with the proper format. Has the ability to speak before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of 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. systems in staff training; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach employees. Must be able to communicate effectively and efficiently in a variety of technical languages including HVAC maintenance and repair, energy management.

**Numeric Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to prepare, read and understand basic mechanical engineering calculations and use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using office and specialized equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, hand tools, measuring devices, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job. Worker may be subject to danger or risk to a slight degree.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the School District as they pertain to the performance of duties of the Energy Management Technician. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to help plan and develop daily, short- and long-term goals related to District purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has working knowledge of professional mechanical engineering design, architectural design. Has knowledge of current methods for optimizing energy efficiency.

Has knowledge of the practices, methods, materials and tools used for the maintenance and repair of HVAC systems. Has knowledge and familiarity with the latest version of NEC electrical codebook. Has knowledge of the occupational hazards and safety precautions of the industry. Is able to monitor and ensure the economical use of energy within District facilities. Is able to analyze and respond to energy system problems. Is able to read electrical, power, water and gas meters and recorders. Is able to troubleshoot facilities' equipment problems and to determine the need for contractors' support; is able to determine whether existing system components should be repaired or replaced. Is able to administer contracts with technical service providers. Is able to read and interpret blueprints, schematics and other technical materials pertaining to the responsibilities of the job. Has the ability to offer instruction and advice to co-workers regarding energy management policies, methods and regulations. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to compile accurate data for and prepare written reports and records in a concise, clear and effective manner. Has knowledge of the terminology used within the department. Has ENERGY MANAGEMENT TECHNICIAN 9389 © Archer Company 2005 4 knowledge of proper English usage, grammar, punctuation and spelling; has the mathematical ability to handle required calculations. Has knowledge of and is able to use modern office practices and equipment, including computers and related software. Is able to operate and maintain computer systems used for monitoring District energy systems. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated. ENERGY MANAGEMENT TECHNICIAN 9389 © Archer Company 2005 5

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**