

Pflugerville Independent School District - Job Description

Job Title/Position:	Specialist, Energy Management, Outreach	Department/School:	Operations
Pay Information:	Auxiliary Compensation Plan	Supervised By:	Coordinator of Energy Management
FLSA:	Non-Exempt	Date Revised:	August 2025

Primary Purpose:

Support outreach initiatives that engage staff, students, and the broader school community in energy-saving practices. Collaborate with campuses and departments to promote sustainable behaviors and increase awareness of energy conservation. Provide technical and administrative support to the Coordinator of Energy Management to ensure operational excellence in energy programs.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED and five years of related experience.

Major Responsibilities:

1. Provide direct technical, management and administrative support to the Coordinator of Energy Management.
2. Facilitate workshops, trainings, and staff meetings to share best practices and energy-saving strategies.
3. Partner with student groups (e.g., Watt Watchers, Green Teams) to implement campus-led energy and sustainability initiatives.
4. Develop engaging materials, campaigns, and events that highlight energy savings and encourage participation.
5. Collaborate with principals, teachers, and department leaders to integrate energy-saving practices into daily school operations.
6. Serve as a resource and liaison for campuses, ensuring outreach programs are customized and effective.
7. Track, measure, and report the impact of outreach programs on energy savings and staff/student engagement.
8. Build strong working relationships with district staff, utility providers, and community partners.
9. Serve as a visible ambassador for energy management programs, promoting awareness through positive communication and engagement.
10. Assist with energy audits and work order verification.
11. Cross train to assist in maintaining HVAC controls and scheduling for all District facilities for both normal operations, after hours use, and the Load Co-op Demand Response Program.
12. Serve as a liaison with campus and HVAC department staff including after-hours work, when requested.
13. Cross train to assist in the review of all electric, water, natural gas and other utility bills for the District.
14. Serve as a liaison with all utility company customer service departments.
15. Cross train to assist in the creation and maintenance of waste management service schedules throughout the year, review waste management service bills for the District; confirm correct number of pickups and rate charges; approve bills for payment and forward to Finance; work with campus and waste management staff to provide ongoing training for the District-wide composting, recycling and trash programs.
16. Follow Educator Code of Conduct and all policies, procedures, laws and State/Federal regulations.
17. Perform other duties as assigned

Special Knowledge/Skills:

- Knowledge of all applicable federal, state and local laws, guidelines and procedures
- Knowledge of administrative support and file maintenance techniques
- Knowledge of basic database management
- Knowledge of utility billing and energy usage
- Knowledge of energy management controls
- Skill in communicating effectively with others
- Skill in working with various types of equipment including, but not limited to, personal computers, fax machines, calculators and printers
- Skill in working with a variety of databases, word processing and spreadsheet applications
- Skill in working in collaborative, team-based environments

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; ability to work extended hours; ability to be on call; repetitive hand motions; maintain emotional control under stress including that associated with strict deadlines and emergency situation; must be able to lift and/or carry at least 20lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____