

SCHOOL DISTRICT OF ST. JOHNS COUNTY

ENERGY MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Teaching experience preferred or five years' experience with energy management in a public school environment.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State Board of Education facilities regulations. Knowledge of needs of school sites and the ability to utilize the resources of the Facilities Department. Ability to learn computer skills working with energy accounting software. Commitment to irregular hours required of the position including nights, weekends, holidays, and summer audits. Independent work ethic and ability to maintain positive public relations while working with school staff. Ability to learn technical data related to energy conservation and communicate with non-technical individuals. Ability to communicate effectively, both in oral and written form. Knowledge of the organization and operation of the District.

REPORTS TO:

Executive Director for Facilities and Operations

JOB GOAL

To be responsible for establishing accountability for energy consumption at all levels of the School District. To support the maintenance of a quality learning environment and to save cost of operating schools. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

Energy Management Control Specialist

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Participate in the enhancement of District energy management policies and procedures.
- * (2) Perform audits of all District facilities to insure operating efficiency, optimum educational environments, and compliance with the District energy policy.
- * (3) Implement energy conservation strategies developed through the District energy program.
- * (4) Advise and assist school staff on energy saving methods.
- * (5) Prepare energy requirement estimates and budget allocations for all District facilities and develop procedures for efficient utilization of energy sources.
- * (6) Provide regular communication to school and District administrators regarding the status of their buildings' energy consumption.
- * (7) Review utility rate schedules and billing to be certain proper rates are applied and paid.

ENERGY MANAGER (Continued)

- * (8) Develop understanding of energy management systems used in District facilities and assist in the updating and design of these systems.
- * (9) Maintain all energy and water/sewer utility consumption records and data.
- * (10) Provide input on capital projects related to energy management and the purchase of any products that effects energy consumption.
- * (11) Serve as District representative for all levels of meetings, seminars and conferences related to energy use and conservation.
- * (12) Instruct building and maintenance staff on proper operation of the systems and equipment.
- * (13) Implement shutdown checklists for every building in the District for weekday, weekend, holiday and summer shutdowns.

Expectations of All Employees

- * (14) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (15) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (16) Ensure adherence to good safety standards.
- * (17) Maintain confidentiality regarding school/workplace matters.
- * (18) Model and maintain high ethical standards.
- * (19) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (21) Demonstrate initiative in the performance of assigned responsibilities.
- * (22) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- * (23) Keep the Executive Director informed of all issues, activities and problems in assigned area.
- * (24) Prepare recommendations to the Executive Director on issues relating to energy management.
- * (25) Perform special assignments as related to facility planning and energy programs.
- * (26) Use effective, positive interpersonal communication skills.
- * (27) Serve on school/district committees as required or appropriate.
- * (28) Respond to inquiries and concerns in a timely manner.
- * (29) Assist in the interpretation of programs, philosophy and policies of the District to staff, students, parents and the community.
- * (30) Report quarterly to the School Board on status and success of the program.

Professional Growth and Improvement

- * (31) Develop and deliver, with assistance of staff development, appropriate and current training for all assigned staff.
- * (32) Keep personally abreast of new developments in facility design, operation of systems and maintenance techniques to ensure maximum efficiency of expenditures.
- * (33) Assess and identify training needs of personnel in assigned areas.
- * (34) Maintain a network of peer contacts through professional organizations.
- * (35) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

ENERGY MANAGER (Continued)

Systemic Functions

- *(36) Keep supervisor informed of potential problems or unusual events.
- *(37) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(38) Demonstrate support for the school district and its goals and priorities.
- *(39) Prepare all required reports and maintain all appropriate records.
- *(40) Represent the District in a positive and professional manner.
- *(41) Develop annual goals and objectives consistent with and in support of District goals and priorities.

Leadership and Strategic Orientation

- *(42) Provide leadership and direction for assigned areas of responsibility.
- *(43) Exhibit interpersonal skills to work as an effective team member.
- *(44) Assist in implementing the District's goals and strategic plan.
- *(45) Exercise proactive leadership in promoting the vision and mission of the District.
- *(46) Set high standards and expectations and promote professional growth for self and others.
- *(47) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- *(48) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(49) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.
This position may be required to work beyond a 40-hour work week on an as needed basis.
Classification: Administrative, Managerial, Confidential

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

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POSITION CODE: 79018 – Energy Manager
Pay Grade: 5

FLSA STATUS: Exempt

BOARD APPROVED: July 2008 – Special Board Meeting

REVISED: February 2017
October 2021