



Union County Public Schools
Job Description

POSITION TITLE: Energy Manager	TERMS OF EMPLOYMENT: 12 Month
DATE: 3/28/2018	DATE OF LAST REVISION:
FLSA EXEMPTION STATUS: EXEMPT	

JOB SUMMARY: Under the supervision of Environmental Management, the Energy Manager position will collaborate with EduCon and UCPS administrative personnel to create and implement an effective and sustainable energy management program. This position will analyze technical feasibility of energy-saving measures, using knowledge of engineering, energy production, energy use, construction, maintenance, system operation, or processes to identify opportunities to improve the operation, maintenance, or energy efficiency of UCPS buildings or process systems.

ESSENTIAL JOB FUNCTIONS	
1.	Work with Educon Project Manager, Union County Public Schools Facilities Environmental Services Team and Union County Public Schools Administrators to organize and implement an Energy Management Program.
2.	Identify opportunities to improve the operation, maintenance, or energy efficiency of building or process systems.
3.	Analyze technical feasibility of energy-saving measures, using knowledge of engineering, energy production, energy use, construction, maintenance, system operation, or process systems.
4.	Examine commercial sites to determine the feasibility of installing equipment that allows building management systems to reduce electricity consumption during peak demand periods.
5.	Identify and prioritize energy-saving measures. Prepare audit reports containing energy analysis results or recommendations for energy cost savings.
6.	Determine patterns of building use to show annual or monthly needs for heating, cooling, lighting, or other energy needs.
7.	Ensure that automated systems are being operated in the most cost efficient manner possible, as well as operated to ensure a productive working and learning environment for students and staff, this includes both school and non-school hours.
8.	Maintain an accurate facility distribution lists, prepare and distribute Audit Summary Reports for each facility from on-site audits.
9.	Maintain the energy costs and usage tracking system for each facility.

DUTIES & RESPONSIBILITIES	
1.	Collect and analyze field data related to energy usage.
2.	Analyze energy bills, including utility rates or tariffs, to gather historical energy usage data.
3.	Enter all utility bills into the Tracking System in a timely and accurate manner.
4.	Prepare Energy Program summaries for presentation to the Board of Education.
5.	Schedule regular status meetings to review progress of the Energy Program with all personnel designated by Union County Public Schools.
6.	Ensure the generated reports are accurate and distributed to administration and in-school personnel on a timely basis.



Union County Public Schools
Job Description

7.	Conduct audits on all school and administrative facilities to ensure that each facility is operating efficient in accordance with Board Policy and the approved energy guidelines.
8.	Compare existing energy consumption levels to normative data
9.	Prepare and distribute documents advising of specific procedures relating to the holiday shutdowns.
10.	Ensure that maintenance issues discovered during audits are properly documented through the work order system and are resolved in a time manner.
11.	Prepare and ensure implementation of the energy guidelines specific to various areas of responsibility. These include, but are not limited to the following: School Administrators Athletic Directors and Coaches, Maintenance Personnel, Custodial Staff, Food Service Employee's, Facility Use Partners
12.	Ensure that procedures are in place and being properly followed for both school use of facilities (PTSA, scheduled sporting events) and for outside use (community events, youth sports, churches) during non-school hours
13.	Work with various energy and other utility vendors to ensure that the most cost efficient rate structure is in place, meter readings are correct and that bill calculations are accurate as well as utility refunds due are received in a timely manner.
14.	Other related duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS	
Minimum Qualifications	Desirable Qualification
<ul style="list-style-type: none"> • Bachelor's Degree in Mechanical or Electrical Engineering, buildings-related field, or business. Or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities with a concentration in controls and programming. • Minimum five years of experience with HVAC and/or energy management systems. • Valid driver's license. 	<ul style="list-style-type: none"> • PEM (Professional Energy Management Certification) desirable. • Master's Degree in Business • Seven Years of Experience in energy management. • Professional Engineer (mechanical or electrical) from the NC Board of Examiners preferred

KNOWLEDGE, SKILLS, AND ABILITIES
<p>JOB KNOWLEDGE</p> <ul style="list-style-type: none"> • Knowledge of federal, state and local guidelines, as well as energy conservation legislation and standards. • Working knowledge, experience and ability with automatic control systems for buildings including remote building monitoring and operation (Systems: Alerton, Trane, R2, Tridium AX control systems). • Thorough knowledge of HVAC, electrical and plumbing systems and the processes of efficient energy. • Knowledge and understanding of 'Deregulated Energy' and the ability to direct the purchase of energy from alternate sources • Knowledge of building, fire and life safety codes. • Knowledge of OSHA regulations. • Knowledge of Federal & State Energy Codes and Practical Applications.

<p>TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION</p> <ul style="list-style-type: none"> • PEM (Professional Energy Management Certification) desirable • Proficiency in Microsoft Excel, Word, Outlook, Power Point, Access, and Visio software
<p>WORK COMPLEXITY/INDEPENDENT JUDGEMENT</p> <ul style="list-style-type: none"> • Analyzing utility data. • Ability to compile reports and presentations based on utility tracking information entered for the Board of Education. • Ability to communicate clearly and concisely, both orally and in writing • Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. • Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.
<p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> • Ability to identify issues and make recommendations on items discovered during auditing process that are a financial drain in utility costs for Union County Public Schools. • Proficiency in energy cost calculations. • Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things
<p>COMMUNICATION/INTERACTIONS</p> <ul style="list-style-type: none"> • Ability to provide information (written, verbal & in person) to Union County Public Schools personnel, & Educon Personnel. • Develop and maintain a good working relationship with all Personnel. • Ability to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment.
<p>CUSTOMER RELATIONSHIPS</p> <ul style="list-style-type: none"> • Must have the ability to work with others who are co-workers, vendors or peers where there is no supervising authority in order to reach the energy program goals.
<p>PHYSICAL REQUIREMENTS</p> <p>WORK ENVIRONMENT:</p> <p>Strength: Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.</p> <p>Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, climbing, driving, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, or other monitoring devices.</p> <p>Environmental Conditions: Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.</p> <p>Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).</p>

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.