

Job Description

Job Title: **Energy & Sustainability Assistant Director**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **June 2015**

Job Code: **050301**
 FLSA Status: **Exempt - E**
 Pay Range: **L 09**
 Work Year: **12 months**

SUMMARY: Provide strategic direction and implement practices to manage utility (energy and water) consumption and waste disposal throughout the district in a way that meets current needs without compromising the ability of future generations to meet their own needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Develop and maintain and lead the execution of the District Sustainability Strategic Plan. Identify and lead the execution of operational initiatives and construction projects aimed at minimizing utility consumption and waste generation. Provide expert advice and program support to sustainability efforts, including educational pursuits, in district schools.	W	20%
2. Lead and direct the work of district energy staff, consulting engineers and equipment suppliers. Assist with and/or execute staff performance evaluations through the use of district technology systems. Resolve complex technical issues and identify control system and other innovations to ensure comfort, manage utility costs and avoid air quality issues.	W	20%
3. Manage energy and sustainability-related construction projects including but not limited to, creating scope-of-work, schedule and budget through the use of district information technology systems. Utilize contracted engineers, historical costs, estimating manuals and contractor bids and proposals to ensure budget estimates are accurate. Measure progress towards the goal and objective and take corrective steps to achieve or exceed the same.	W	25%
4. Evaluate construction and installation process of projects to ensure compliance with established criteria such as code, specifications and plans.	W	5%
5. Utilize data from building automation systems and other sources to determine utility usage and efficiencies. Approve and communicate energy management routines for building automation systems.	W	10%
6. Guide the Energy Engineer and mechanical staff in commissioning activities to ensure building systems meet the design intent and expectations of the district by assigning a building commissioner, assigning commissioning support staff and scheduling commissioning activities around building use.	W	10%
7. Prepare and monitor utility budgets, approve expenditures	M	5%
8. Establish priorities for building renovations.	M	4%
9. Perform other duties as assigned.	Ongoing	1%
10.		

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in engineering, operations management, environmental design or related field.
- Seven (7) years of experience in managing facility operations with an emphasis on sustainability.
- Demonstrated experience managing construction projects including developing and executing scope-of-work, schedule and budget.
- Demonstrated experience designing, operating and maintaining K-12 building utility systems including HVAC, passive and active solar energy systems, and distribution systems for electricity, water, natural gas and fuel oil.
- Demonstrated experience with preventive maintenance system design and implementation
- Demonstrated experience in work scheduling and manpower deployment.
- Must take and successfully complete current district training for supervision of Classified Staff within one year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver’s license.
- Association of Energy Engineers Certified Energy Manager professional certification required within six months after hire
- US Green Building Council LEED AP or Fellow certification preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Organizational, analytical and prioritization skills.
- Extensive knowledge of building mechanical systems, operation, reactive and proactive maintenance systems.
- Extensive knowledge of Direct Digital Controls (DDC) controls systems.
- Ability to read and interpret systems and construction documents.
- Ability to accomplish tasks timely and with minimal supervision.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers and business software applications.
- Computerized Maintenance Management Systems.
- HVAC and test instruments and meters.
- Building automation systems.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facilities Executive Director	040801

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Energy Engineer	1	3022
	Energy Educator	1	060315

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Solely responsible for developing, administering, monitoring, coordinating and initiating requisitions for the district utility budget.
- Participate in developing and monitoring the Mechanical Division budget.
- Initiate corrective actions for utility billing errors.
- Provides recommendations regarding developing, monitoring and initiating requisitions from building fund.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	