TITLE: **District Energy Coordinator**

QUALIFICATIONS:

1. B. A. degree in energy science, energy management, engineering, business or related field preferred, or
2. A minimum of three (3) years’ experience in energy or facilities management or energy auditing
3. Current certification as either Certified Energy Manager (CEM) or Certified Energy Procurement Professional (CEP) may be substituted for two (2) years of the desired professional experience
4. Demonstrated skills in accurate records/database management
5. Demonstrated ability to interpret and apply rules and regulations affecting District energy program operations
6. Ability to prepare and present oral and written specifications and reports
7. Valid driver’s license required

REPORTS TO: Director of Facilities Management

JOB GOAL: To ensure that District energy resources are used effectively and in accordance with statutory requirements.

RESPONSIBILITIES:

1. Monitor and audit the Energy Management Plan for compliance with energy efficiency goals at the District and school level
2. Lead district energy committee and serve as resource support for school level Energy Teams
3. Audit utility bills and analyze for ongoing energy savings
4. Facilitate and conduct building energy assessments and identify and recommend actions to enhance efficient use of energy
5. Monitor and review existing building operational procedures on an ongoing basis and recommend actions to facilitate more efficient energy use practices
6. Maintain accurate records and databases for effective program monitoring and evaluation
7. Develop and maintain a communications plan to inform District administration of efficient energy usage practices and achievements
8. Evaluate opportunities for Energy Star Certification and develop recommendations to achieve such certification
9. Participate in Professional Development opportunities to better understand relationship between energy management and its relationship to educational, financial and environmental goals and objectives
10. Work with Learning Support Services in developing energy efficiency as a core curriculum element
11. Collaborate with teachers to deliver energy efficiency as a core curriculum component
12. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Salary – ~~Professional IV Salary Schedule~~ Professional III Salary Schedule
* 8 hours per day / 40 per wk.
* 246 days / 12 months
* Board approved: 2/6/2014, Revised 5-9-19