

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Energy Manager	Job Code: 79018
Job Classification:	14 Other Professional Staff	EEO Line: 44
Job Class Category:	Educational Support Personnel	Job Description Supplement Code: 9
Reports to:	Director, Maintenance Department	Salary Locator: Classified Schedule

SUMMARY:

Actively minimize district energy consumption by iteratively refining building automation hardware and control strategies. Generate CAD drawings of building automation systems installed in district facilities.

QUALIFICATIONS:

- (1) Associates Degree or higher.
- (2) Valid Florida Driver's License and acceptable driving record
- (3) Five (5) years increasing experience related to hardware and software applications of existing Solidyne Energy Management System.
- (4) Manufacturer certification in Solidyne Energy Management Systems and training
- (5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resource leave system and Skyward inventory system (if applicable).
- (3) Experience in Computer-Aided Design (CAD) drawing and preparation of detailed submittal packages for architectural and engineering review.
- (4) Experience in coordination and documentation of all aspects of construction process with regard to integration of energy management systems in school facilities.
- (5) Proficient in word processing and excel spreadsheet applications.
- (6) Must possess excellent writing skills.

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain existing Solidyne systems hardware controls.
- (3) Acquire and document logged data for individual school energy usage on a daily basis.
- (4) Provide training and technical assistance to maintenance, custodial and administrative staff as required in operation and maintenance of energy management equipment.
- (5) Provide planning and budgeting assistance to architects, and engineers in future facilities projects.
- (6) Provide coordination with contractors, sub-contractors, and consultants on integrating energy management systems with existing and new construction projects.
- (7) Prepare reports, CAD drawings, submittal packages, and energy analysis as needed by administration, and management personnel.
- (8) Assist in identifying energy saving opportunities, and developing energy saving strategies for the School District.
- (9) Interact with utility company representatives in matters of current and planned energy usage and rate structures.
- (10) Maintain current knowledge of all energy issues effecting Putnam County School District.
- (11) Follow established safety rules and regulations and maintain a safe and clean working environment
- (12) Perform other incidental tasks consistent with the goals and objectives of this position as directed

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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.

EVALUATION:

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

BOARD APPROVED:

June 3, 2014