

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Coordinator I, Energy Management | REPORTS TO: | Maintenance and Operations Manager II |
| DEPARTMENT: | Operational Services | CLASSIFICATION: | Management |
| FLSA: | Exempt | WORK YEAR: | 12 Months |
| BOARD APPROVAL: | May 30, 2018 | SALARY: | E20/Management Salary Schedule |

BASIC FUNCTION:

Provide accountability for the district's energy conservation efforts by promoting, planning, coordinating and assisting with implementation of conservation projects that build FUSD's leadership in green practices. Ensure District buildings conform to sustainable building measures that reduce facility operation and maintenance costs; create a healthy, safe, secure, and comfortable learning environment.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Serve as District contact or liaison for all energy related projects; provide coordination between the Department of Maintenance Operations and Department of Facilities Management & Planning departmental projects. Incorporate sustainable concepts and designs in new buildings; integrate sustainable products in existing buildings; contribute to other sustainable development initiatives and programs when available such as waste recycling, transportation, etc.; provide leadership, oversight and expertise on green technologies and in all aspects of District future sustainability efforts. *E*

Develop and initiate a district-wide Sustainability Management Program; proactively communicate and promote sustainability throughout FUSD and coordinate efforts of, students, staff and community members involved in sustainability initiatives; develop promotional activities and materials to publicize & educate all sites on sustainability and energy consumption reduction goals; provide technical and practical advice and offer training on energy efficiency. *E*

Prepare data driven reports to support the district budgetary estimates for all utilities, including but not limited to water, power and natural gas. Generate analysis based on future projections of escalation and other increases that would suggest change to the allocation of general funds. *E*

Maintain and update Energy Management web page to ensure energy conservation information is accurate and current; collaborate with Civic Center on utility costs for contact agreements; research and assist with the development and implementation of a Demand Response program strategies. *E*

Utilize and leverage all available capital cost reducing programs including utility rebates and incentives, grants, loans, and special funding sources; ensure all departments incorporate all available incentives on all projects to the fullest extent possible to offset project costs. *E*

Establish and maintain effective affiliations with professional organizations and/or entities including local utility providers, Energy Star, Green Schools, CASH, U.S. Green Buildings, CHPS and LEED. Develop working relationships to partner with special grant or funding programs for sustainability projects; attain professional green or sustainable building certification(s) affiliated with LEED, Green Building Council and/or CHPS. *E*

Collaborate with local or state government agencies, and/or other school districts on installed and successful sustainability measures and best practices; research and investigate best practices of other school district's sustainable projects to determine viability for FUSD. *E*

Liaise with and provide support to mechanical and electrical design engineers on new construction and major renovation projects regarding sustainability, energy and water conservation, and ensure best practices, methods, models and applications are being implemented and installed; assist in the preparation of specifications and drawings for construction and design improvement. *E*

Complete tasks on sustainability-related projects, such as carbon footprint assessments, sustainability research & benchmarking, sustainability report development, develop sustainability training materials, and proposal development support; determine lifecycle costs, LCC, of the buildings and it's components as well as the economic impact and environmental impact and performance *E*

Carry out site inspections, audit, monitor and analyze energy consumption that uncover opportunities to reduce utility costs across the District or validate the effectiveness of program progress or installed sustainable measures; ensure accurate records are maintained and energy monitoring data is collected regularly; provide evidence of sustainability progress through energy efficiency certificates, awards and recognition. *E*

Supervise and evaluate the performance of assigned staff on a regular basis; assign and review work to provide a clear, constructive feedback to improve effectiveness; participate in the selection process of highly qualified personnel; recommend and participate in disciplinary action; assist in identifying appropriate training of staff in support of professional learning; provide backup and after-hours monitoring and support. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor of Science degree and five years of progressively responsible experience in educational organization energy management, mechanical/electrical systems design, and building maintenance and operations.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License. Ability to attain Energy Management Certification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and supervision of an energy management function.
- Alternative lighting and energy generation solutions and their applications.
- Sustainability methods and applications.
- Local, state and federal environmental regulations related to energy management.
- Public speaking techniques.
- Computer applications, such as database, spreadsheet, presentation, web authoring, and word processing software.
- Strong organizational, oral and written communication and interpersonal skills.
- Principles and practices of management.
- Applicable sections of the state education code and other applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and administer sustainability programs.
- Carry out site inspections and energy surveys as necessary to audit and validate program progress.
- Review existing energy oversight databases and tools to determine long-term utility relative to develop sustainability goals.
- Blend analysis, knowledge and insight to effectively assess and incorporate sustainable solutions into projects.
- Work collaboratively and build positive relationships with diverse groups.
- Liaise and coordinate with internal departments.
- Research and inspire new efforts. Be a positive proponent of change.
- Work independently and provide leadership to other employees.
- Communicate effectively using tact, patience and courtesy.

Interpret and comprehend site plans, drawings and maps.
Collaborate with dedicated energy experts who have specialized industry knowledge and experience in energy sourcing, procurement and management.
Prepare and maintain records and reports.
Learn new computer software applications and systems.
Apply integrity and trust in all situations.
Comply with safe practices and procedures.
Operate a vehicle, observing legal and defensive driving practices.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environments; drive a vehicle to conduct work; exposure to adverse weather conditions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, walking, bending at the waist, kneeling, ladder climbing, lifting up to 50 lbs., stooping, reaching overhead, above the shoulders and horizontally to perform field investigations and monitor performance; seeing to inspect work, read and write; writing, hearing and speaking to exchange information and/or make presentations; sitting and standing for extended periods of time; dexterity to operate computer and other office equipment.

HAZARDS:

Monitoring equipment performance at District site's roofs or in mechanical rooms.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions