

FRESNO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION

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<b>TITLE:</b>	District Supervisor II, Energy Educator	<b>REPORTS TO:</b>	Manager II, Maintenance and Operational Services
<b>DEPARTMENT:</b>	Operational Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-16/Management Salary Schedule

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**BASIC FUNCTION:**

Accountable for improving student achievement through the effective management of an assigned area; under general direction, plan, coordinate and establish accountability for energy consumption throughout the District to ensure optimize energy usage in support of sustaining the financial viability of the District; develop and monitor the District's energy management program under board-level policy and guidelines established by the Superintendent.

**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.)**

Plan, organize, analyze and direct the administration of the District's energy management program, including accountability, implementation and compliance to provide timely delivery of high quality services to sites and departments. *E*

Participate in the development of goals and objectives for assigned area(s); make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Collaborate and communicate with leaders, district departments, school sites, outside agencies and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District stated goals. *E*

Attend meetings and other gatherings related to assigned area to obtain up-to-date information to assist in the efficient operation of the department; prepare and provide training to department and site personnel to ensure comprehension of energy consumption and conservation; serve as District representative at management-level meetings, seminars and conferences related to energy use and conservation. *E*

Advise and recommend to the Assistant Superintendent, Operational Services, alternate energy sources, consumption and general energy conservation measures. *E*

Maintain contact with Federal and State agencies and monitor State and national energy policy trends. *E*

Respond to and provide input on contractual support activities such as (capital projects related to energy management and the purchase of products that affect energy consumption). *E*

Coordinate usage of facilities and assure proper space utilization consistent with energy conservation; ensure District is on proper utility rate schedule and actively participates in any available rebate programs. *E*

Prepare energy requirement estimates and budget allotment for District facilities to assist in ensuring the financial stability of the District; maintain all energy and water consumption records and data. *E*

Perform regular walk-through audits of District facilities after hours, weekends and holidays ensuring operating efficiency, optimum educational environment and compliance with District's energy policies. *E*

Organize and develop procedures for efficient utilization of energy sources for energy savings and cost savings at sites and departments (such as implementation of weekday, weekend, holiday and summer shutdown checklist compliance with custodial staff). *E*

Establish a program to promote energy conservation through positive feedback to all levels of the District to involve all personnel in taking ownership for success of program. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and three years of progressively responsible experience in education, training or energy conservation programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Local, State and federal environmental regulations related to energy management.
- Public speaking techniques.
- Principles of training and providing work direction.
- Energy management methods.
- Operation of a computer to enter data, maintain records and generate reports.
- Oral and written communication skills.
- Applicable Laws, codes, policies, procedures, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy
- Technical aspects of field of specialty.
- Labor Relations law and employee contracts as related to current position.
- District organization, operations, policies, objectives and goals.

**ABILITY TO:**

- Plan, organize and administer the District's energy consumption program.
- Work independently with little direction and many interruptions.
- Supervise and provide clear work direction to other employees.
- Comply with safe practices and procedures.
- Operate a vehicle, observing legal and defensive driving practices.
- Prepare and maintain records and reports.
- Communicate, understand and follow both oral and written directions.
- Read, comprehend, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Plan, prioritize and organize work to meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Demonstrate loyalty and high ethical standards.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Design an effective system of reporting progress and monitoring results.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Prepare comprehensive narrative and statistical reports.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoor/field environment 90% of time and office work 10% of time; driving vehicle to conduct work;

exposure to adverse weather conditions; occasional contact with dissatisfied individuals; monitoring equipment performance at schools and departments on roofs and in mechanical rooms.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, walking, bending, ladder climbing, stooping and reaching to perform field investigations and monitor performance; seeing to inspect work; speaking to exchange information; dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time.

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

***E= Essential Functions***