

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Technician, Energy Management	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-40/Supervisory Salary Schedule

BASIC FUNCTION:

Perform accurate and timely technical work in the operation, control and programming of the District Energy Management System; ensure the safe and efficient operation of the District environmental control system to provide a safe, clean and orderly learning and working 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.)

Efficiently perform accurate and timely technical work in the operation, control and programming of the District Energy Management System to provide timely delivery of high quality services. *E*

Repair and replace Central Processing Unit, Serial input/output cards as required. *E*

Update and maintain system for night and weekend programs to provide students access to high quality options and a variety of activities; receive requests for facility usage and reprogram as necessary. *E*

Repair and maintain related equipment, including relays between District sites and central controls. *E*

Enter vehicle and maintenance equipment inventory of the maintenance yard. *E*

Maintain efficient operation of energy management systems hardware. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and supplemental college-level course work in computer operations, electrical trades or related field and two years experience in the electrical/electronics trades.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic computer programming and spreadsheet applications.

Electrical theory.

Accurate record-keeping techniques.

Operation of a computer and data entry techniques.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Principles and practices of supervising, training, and providing work direction.

District organization, operations, policies, objectives and goals.

ABILITY TO:

Perform technical work in the operation, control and programming of the District Energy Management System.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Ensure the safe and efficient operation of the District environmental control system to provide a safe, clean, and orderly learning and working environment.

Work independently with discretion and many interruptions

Operate a vehicle.

Train, supervise, evaluate and provide clear expectations to assigned personnel.

Plan and organize work to meet schedules and time lines.

Observe legal and defensive driving practices.

Learn new or updated computer systems/programs or skills to apply to current work.

Communicate, understand, and follow both oral and written directions effectively.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Assist in sustaining and monitoring the financial viability of the district.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; constant interruptions; excessive intermittent noise; occasional contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, climbing ladders and working from heights; sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information; ; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

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