

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ENERGY MANAGEMENT CONTROL SPECIALIST

**SALARY SCHEDULE: SSP13**

**COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Experience in Web authoring utilizing HTML scripting.
- (3) Experience in development and maintenance of a Web site.
- (4) Appropriate vocational / technical training or completion of an apprenticeship.
- (5) Minimum of three (3) years on-the-job experience working in HVAC.
- (6) Provide samples of above-mentioned skills and experiences
- (7) Technical experience in operation of complex systems in a Local Area Network, Wide Area Network (WAN), and Internet environment.
- (8) Knowledge of the development and administration of networks using the Windows based server operating systems, (i.e., Windows Server 2000, NT 4.0)

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of air conditioning theory. Knowledge of the techniques used in prevention and maintenance programs. Knowledge of computer programming and network capabilities. Ability to monitor, troubleshoot and modify networked systems. Interpersonal skills which are necessary to become an effective member of a team. Proficient in reading and understanding blueprints and schematics. Ability to analyze and prioritize, adhering to a detailed plan. Ability to communicate with school personnel.

**REPORTS TO:**

Manager, Facilities Services

#### JOB GOAL

To control, monitor, maintain and troubleshoot HVAC control systems and related equipment for the School District. To provide technical work in writing, maintaining and supporting complex computer systems to be run across the Internet for the LAN/WAN and providing documentation and support for the customer.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Control, monitor, maintain, troubleshoot and repair energy management systems throughout the School District.
- \*(2) Monitor and adjust the air conditioning systems for proper distribution of air for uniform temperature.
- \*(3) Repair operating controls and other such equipment as necessary.
- \*(4) Provide accurate time of day functions for the HVAC systems.
- \*(5) Read blueprints and schematics and construct and/or install equipment according to plans.
- \*(6) Assist and respond to service calls in an efficient and orderly manner.
- \*(7) Writes new programs from specifications.

**ENERGY MANAGEMENT CONTROL SPECIALIST (Continued)**

- \*(8) Run all phases of project during program development and testing.
- \*(9) Maintain complex programs from written and oral specifications.
- \*(10) Identify and correct problems in programs based on board guidance.
- \*(11) Provide written and oral reports detailing results of researching an inquiry into the functioning of a program.
- \*(12) Provide for all types of file organization, processing, storage and maintenance.
- \*(13) Maintain confidentiality regarding school matters.
- \*(14) Prepare all required reports and maintain all appropriate records.
- \*(15) Demonstrate initiative in the performance of assigned responsibilities.
- \*(16) Maintain positive relationships with staff and vendors.
- \*(17) Maintain a courteous and professional manner.
- \*(18) Maintain work area in a safe and secure manner.
- \*(19) Use positive, effective interpersonal communication skills.
- \*(20) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \*(21) Participate in workshops and training sessions as required.
- \*(22) Follow department policies and procedures.
- \*(23) Keep supervisor informed of potential problems or unusual events.
- \*(24) Respond to inquiries and concerns in a timely manner.
- \*(25) Prepare all required reports and maintain all appropriate records.
- \*(26) Follow all School Board policies and department policies and procedures.
- \*(27) Exhibit interpersonal skills to work as an effective team member.
- \*(28) Demonstrate support for the School District and its goals and priorities.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

**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 Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**

\*Essential Performance Responsibilities