

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ENERGY EDUCATION SPECIALIST, FACILITIES SERVICES

SALARY SCHEDULE: ADMINISTRATIVE – G

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) Bachelors Degree or equivalent.
- (2) Minimum of three (3) years teaching in Sarasota County Schools preferred.
- (3) Proven ability to successfully interact with diverse groups of people.

KNOWLEDGE, SKILLS AND ABILITIES:

Independent work ethic. Ability to supervise, to exercise sound judgment in implementation of policy, to maintain favorable public relations, to analyze and interpret technical data and communicate with non-technical individuals. Knowledge of or ability to learn computer skills working on a personal computer with energy accounting software. Persuasive, strong communication skills. Diplomatic. Some moderate physical effort is required to perform field investigations and to monitor performance and compliance. The work is performed both in an office (10%) and in the field (90%). Commitment to irregular hours; nights, weekends, holiday and summer audits.

MAJOR FUNCTION

Specialized and responsible work in establishing accountability for energy consumption at every level in the District. Responsible for developing and monitoring the District's energy management program under Board policy and related guidelines. Position of leadership for the District in achieving the goals of the energy management program:

REPORTS TO:

Director, Facilities Services

JOB GOAL

To help the District conserve energy to save the nonrenewable resources of the planet; to help the District maintain a quality learning environment for the students, teachers, and staff; and to help save dollars that the District can productively reinvest in ongoing activities.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Establish a program to promote energy conservation through positive feedback to all levels of the District and involve all personnel and students in the success of the program.
- *(2) Utilize all media opportunities to promote successes of the District's energy management program and the needs for energy conservation.
- *(3) Serve as District representative at management level meetings, seminars and conferences relating to energy use and conservation.
- *(4) Advise, assist and make recommendations on alternate energy sources, consumption and general energy conservation measures.
- *(5) Conduct regular "walk-through" audits of all the District's facilities to insure operating efficiency, optimum educational environment and compliance with District's energy policy.
- *(6) Implement weekday, weekend, holiday and summer shutdown checklist for every building in the District.

ENERGY EDUCATION SPECIALIST, FACILITIES SERVICES (continued)

- * (7) Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
- * (8) Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends. Provide input on contractual support activities, capital projects, related to energy management and the purchase of any products that affect energy consumption.
- * (9) Prepare energy requirement estimates and budget allocations for all District facilities and develop procedures for efficient utilization of energy sources.
- * (10) Maintain all energy and water consumption records and data.
- * (11) Maintain records of federal or state energy conservation grants received by the District.
- * (12) Report regularly to the Director of Facilities as to the status of the District's energy consumption.
- * (13) Report quarterly to the Cabinet and Board members on the status and success of the program.
- * (14) Regular communication with Principals and custodial staffs as to the status of their buildings' energy consumption.
- * (15) Report any safety hazards observed.
- * (16) Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- * (17) Insure compliance with District's energy management policy to insure efficient energy usage by custodial staff during summer work programs.
- * (18) Organizes programs wherein building Principal or custodians read all meters on the same days as the utility companies.
- * (19) Insure that the District is on proper utility rate schedule and is receiving the correct billings.
- * (20) Insure District participation in all rebate programs.
- * (21) Coordinate installation and/or repairs of energy management systems.
- * (22) Maintain wiring and installation diagrams of the systems.
- * (23) Design and maintain programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
- * (24) Instruct building and maintenance personnel on proper operation of the systems and equipment.
- (25) Perform other duties and responsibilities as assigned.
- * (26) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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. 10

*Essential Performance Responsibilities