

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

**Energy Coordinator**

Salary Schedule: Nonbargaining 80N	Number of Work Days as Contracted -12 month Daily Work Hours: 7.5	FLSA Status - Exempt
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**JOB GOAL:** Responsible for the implementation of conservation measures applicable to electric, water, natural gas, liquid propane, and heating oil utilities; ensure compliance with federal and state standards, laws and regulations; encourage Energy Program compliance and cost avoidance measures; and promote District-wide communication by providing support and guidance to administrators, staff, and students in order to meet/exceed designated conservation goals.

**REQUIRED QUALIFICATIONS:**

1. Bachelor’s degree from an accredited institution in Mechanical Engineering, Architecture, Engineering Technology or related field
2. Three (3) years of experience in energy management systems
3. Experience working in schools and with community/governmental agencies
4. Valid Florida driver's license and record of safe driving

**DESIRED QUALIFICATIONS:**

1. Post-graduate coursework or Master’s degree from an accredited institution in Mechanical Engineering, Architecture, Engineering Technology or related field
2. Knowledge of applicable School Board policies, procedures, and regulations
3. Certified Energy Manager or Business Energy Professional
4. Experience in heating, ventilating, and air conditioning systems (HVAC); lighting systems; and, operation of utility systems

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner
2. Ability to organize, prioritize, and manage work assignments in an efficient manner
3. Exhibit knowledge of county, state, federal laws, rules and regulations related to conservation
4. Demonstrated knowledge and understanding of energy management programs
5. Ability to function as an effective team member with co-workers and the community to build productive, collaborative relationships to achieve program goals and objectives
6. Ability to use technology to manage functions of job

**REPORTS TO:** Chief Finance Officer

**SUPERVISES:** Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

### **Planning**

1. Establish and monitor annual budget and prepare budget-to-actual summary making changes to budget as necessary
2. Ensure compliance with federal and state standards, laws and regulations
3. Provide mentoring and support services to administrators, staff, and students to improve communication of program and conservation requirements
4. Use of data from a variety of sources as a means to make sound decisions in planning for conservation goals
5. Review, monitor and provide feedback to administrators, Plant Managers, Utility Office and Field Staff and others related to program objectives
6. Review, analyze and negotiate bids, contracts and price quotes
7. Develop effective marketing materials to encourage conservation
8. Recommend incentive and reward based programs for high performers
9. Investigate new markets, technologies, products, services and vendors to aid in efficiency and/or reduce costs
10. Develop emergency management plans related to utility services

### **Programming and Monitoring**

1. Oversee and monitor program compliance by conducting energy and utility surveys at facilities that need improvement and other facilities as requested
2. Assure compliance with energy management and conservation policies and procedures
3. Actively participate in meetings and District committees that enhance program goals
4. Monitor facilities daily requests for service of utilities
5. Implement use of Earth Patrol students groups as a teaching tool
6. Inspect vendor operations to verify contract and/or bid compliance
7. Maintain website and current program information
8. Assist in the design of facilities and construction and renovation activities as it relates to energy and utilities conservation

### **Vendor and Community Partnerships**

1. Coordinate planned outages/outage restoration procedures with utilities
2. Collaborate with vendors, community agencies and institutions such as our utility providers to enhance services and promote waste reduction goals
3. Create and issue press releases, Board recognition and resolutions on conservation efforts
4. Develop and monitor a variety of energy conservation contests to reduce waste
5. Encourage vendor sponsored educational programs such as plays, contests, and other events

### **Staff Development**

1. Continue professional growth through an ongoing program of workshops, seminars, conferences, and/or advanced course work at institutions of higher learning
2. Maintain memberships to relevant associations such as Association of Energy Engineers
3. Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the position
4. Use effective strategies for making presentations, providing training and interacting with a variety of audiences

5. Develop, plan, schedule and deliver training programs to administrators, staff and students
6. Hire, train and evaluate staff for effective performance
7. Provide input in environmental education curriculum for students to build conservation awareness programs

### **Reporting**

1. Maintain and promptly submit accurate data and reports required by federal/state guidelines, district policy and administrative regulations
2. Maintain record keeping systems in order to document and track utility consumption and costs to monitor program compliance
3. Identify, recommend, and implement retrofit and other cost-reduction opportunities to promote the efficiency of facilities
4. Review, approve, and submit accounts payable for utility invoices and journal entries
5. Compile, maintain, and file all utility reports, billings, and other documents
6. Submit individual school energy and/or utility data to administrators or others as requested
7. Prepare grant applications including retrofit projects to gain financial assistance from outside sources
8. Prepare award applications for program recognition
9. Prepare an annual Energy Management Program report on the status and success of the program
10. Utilize web-based software to increase reporting efficiency and accuracy of data provided to administrators, staff and students and as a hands-on teaching tool

### **Other**

1. Pursue an aggressive conservation plan to reduce District costs; implement actions plans for facilities not meeting goals
2. Provide recommendations to senior staff related to support activities, capital projects, purchased products and services that will increase program efficiency
3. Provide optimum facility comfort while reducing utility consumption levels
4. Recommend sound policies directed toward utilities conservation and sustainability
5. Promotion of a comfortable indoor climate for learning
6. Maintain a typical work schedule, occasionally adjusting hours to meet the needs of the program
7. Travel to a variety of locations in and out of county to meet program requirements
8. Perform other duties as assigned