

ENERGY EDUCATOR / PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position that is responsible for developing and monitoring a school district's energy management program. The incumbent will work with contractors, all employees in the school district, and students for the purpose of reducing utility consumption. The incumbent will also coordinate with outside media to promote the district's energy management program. This position will require traveling and the flexibility to work irregular hours. Any necessary technical or specialized training required for this position will be provided on an ongoing basis, and may be provided by outside consulting services such as Energy Education Inc. The work is performed under the general supervision of a higher level administrator with considerable leeway allowed for the use of independent judgment in carrying out the details of the work.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops, monitors and administers a school district's energy management program;
2. Researches the latest developments in the fields of energy management and alternative energy sources and ensures the district is in compliance with state and federal energy use policies;
3. Works with administration and technical staff to ensure district facilities and policies reflect energy use optimums;
4. Promotes the program using both internal and external resources and involves district staff and students in taking ownership for the success of the program;
5. Serves as the district representative at seminars and conferences relating to energy use and conservation;
6. Attends all required training;
7. Monitors energy usage, maintains detailed records and billing reports, and prepares budgets and project cost estimates;
8. Prepares periodic reports for the Superintendent, school board and administration;
9. Conducts regular inspections of facilities to ensure operating efficiency, optimum educational environment and compliance with the district's energy policy;
10. Coordinates with administration on the installation and/or repairs of energy management systems and maintains wiring and installation diagrams of the systems;
11. Assists with the design, maintenance, and any necessary updating of the programming for computerized energy management systems to ensure operating efficiency;
12. Implements weekday, weekend, holiday, and summer shutdown checklists for all district buildings;
13. Ensures district participation in any rebate programs offered.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of current energy conservation methods in order to monitor all aspects of the program;
Knowledge of policies and practices for local, federal, and state regulations in use of energy to ensure that the district is in compliance;
Knowledge of all Microsoft office suite computer applications to prepare correspondence and reports, maintain records and to prepare and manage a budget;
Ability to communicate and write at a high technical skill level;
Ability to exercise independent judgment in implementation of policy;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Cont'd)

Ability to analyze and interpret technical data and communicate it to non-technical individuals;
Ability to establish and maintain effective working relationships with others;
Ability to prepare detailed graphs, charts, and reports;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree AND six (6) months of work experience which involved educating or training in a public school;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree AND one (1) year of work experience which involved educating or training in a public school;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with an Associates degree AND three (3) years of work experience which involved educating or training in a public school;
- OR; (D) Five (5) years of experience which involved educating or training in a public school;
- OR: (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C), and (D) above.

SPECIAL REQUIREMENTS:

Possession of a New York State Driver License at time of appointment.

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Adopted: 4/16/08
Revised: 1/9/09
 1/12/13