

<b>Job Title:</b>	Energy Manager Maintenance	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director	<b>Pay Grade:</b>	106
<b>Dept. /School:</b>	Maintenance, Buildings and Grounds	<b>Date Revised:</b>	January 3, 2023

**Primary Purpose**

Plan, organize, and coordinate the energy management program for the district. Responsible for analyzing current energy usage and developing the district's energy management plan in order to provide proper environmental conditions with cost effective energy utilization. Implement an energy management program to ensure the comfort, health, and safety of students and staff.

**Qualifications****Education/Certification**

Bachelor's Degree in Mechanical Engineering, Engineering Technology, Business or related field with emphasis on facilities management

Must acquire professional designation as a Certified Energy Manager (CEM) within one year of employment

**Special Knowledge/Skills**

- Knowledge of energy management program development
- Knowledge of HVAC and lighting systems
- Ability to manage budget and personnel
- Ability to analyze and interpret data
- Ability to use personal computer and software to develop spreadsheets and databases
- Strong organizational, communication, and interpersonal skills

**Experience**

Two (2) years experience in energy management, mechanical systems design, construction, and/or maintenance, or closely related fields

**Major Responsibilities and Duties**

1. Plan, organize and administer the energy conservation program to achieve the energy conservation goals and objectives set by the district and applicable state law, by actively engaging the participation of all district employees in a district wide energy conservation effort.
2. Coordinate, plan, and execute the district's implementation of Bundled Energy Services project's with the contracted Energy Services companies.
3. Implement an Energy Management Program with an emphasis on behavioral modification of district employees and students.
4. Fully implement a Campus Conservation Program i.e., "Campus Based" Energy Management Program, at every site/campus in the district.
5. Monitor all facility utility bills and resolve anomalies to recapture overcharges by utility companies.
6. Coordinate with the utility companies to ensure the district is on the correct utility rate schedules and oversees utility data entry into the utility tracking software (Energy Cap) for monitoring purposes and for compliance with applicable state mandated rules, regulations, and statutes.
7. Perform facility management control system scheduling for normal school day activities.
8. Support school activities by entering facility use schedules for after-hours and off-day use for extracurricular activities or as required by non-school district facility users.
9. Review and negotiate (to the extent feasible) energy purchase agreements and administer agreements with local public utilities, i.e., El Paso Electric Co., Texas Gas Service, El Paso Water Utilities, as well as Fort Bliss Utility Sales Agreement.

10. Perform routine inspections and energy audits of each facility to ensure that each building is operating efficiently and to ensure an optimum educational environment for the students and staff of the district, while ensuring compliance with the District's energy policy.
11. Except with the approval of the immediate supervisor, over the course of the academic school year, spend no less than 50% of work time out of the office in the district's buildings assigned to him/her, inspecting, auditing, and otherwise training faculty and staff on the methods and benefits of energy conservation.
12. Coordinate and periodically perform energy audits before, during, or after school hours as needed to ensure individual campus compliance with the overall program.
13. Refer persistently non-compliant campuses to supervisor for other appropriate action when necessary.
14. Monitor and follow up as needed to ensure daily, weekend, holiday, and summer shutdowns in order to maximize cost savings to the district, especially over extended holiday periods.
15. Perform energy audits on site as needed to ensure compliance with the shutdown program.
16. Provide projected utility costs for district-wide budgeting purposes.
17. Prepare, compile, and recommend utility budget funding levels.
18. Post the required utility consumption records and costs for each individual campus on the District web page and coordinates with site administrators on the interpretation and use of such data to further the District's energy and cost savings /avoidance program.
19. Produce and disseminate printed materials to support and promote the District's energy management program.
20. Monitor individual campus energy consumption and meet with individual campus administrators as needed to assist them in interpreting the data and achieving their individual energy conservation goals.
21. Make technical presentations on energy conservation to large groups (principals, faculty, staff, students, etc.) in support of the district's energy management program to increase individual participation.
22. Attend professional growth activities to keep abreast of innovations in the energy management field.
23. Participate in the design phase of all school projects, as needed, to provide input on energy management issues impacting the design and construction of new facilities and renovations.
24. Make technical presentations to the Board of Trustees, Superintendent, and/or Superintendent's Cabinet members on the status of the District's energy management program and policies as directed.
25. Assist maintenance department personnel with troubleshooting activities when needed by plotting trends or otherwise reviewing system status on the district's energy management control system.
26. Perform other duties as assigned by supervisor.

**Supervisory Responsibility**

Supervise and evaluate the performance of support staff assigned to the area of energy management as needed.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent district-wide travel; occasional prolonged and irregular hours. Work indoor and outdoor to conduct on-site inspection of all facilities and construction projects. Work around machinery with moving parts; work on ladders and scaffolding.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.