



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Energy Education Specialist

F.L.S.A. Non Exempt

QUALIFICATIONS:

- Four-year degree or technical certification preferred
- Excellent communication skills
- Able to lead, motivate, persuade, be diplomatic, and maintain positive public relations
- Able to read various forms of written materials and recognize different signs and symbols
- Computer literate and able to interpret technical data
- Able to work a flexible schedule including nights, weekends and holidays
- Able to communicate with technical and non-technical individuals
- Able to climb, bend, stoop, and reach
- Able to walk and stand for long periods
- Able to work in confined spaces
- Able to push, pull or lift at least 40 pounds to chest height occasionally
- Able to work independently

REPORTS TO: Director of Operations

TERMS OF EMPLOYMENT:

Twelve month employment (261 days). Salary and work year to be established by the Board of Education. Benefits according to the Classified Agreement.

ESSENTIAL JOB FUNCTIONS:

- Establish a program to promote energy conservation to all levels of the Organization and involve all personnel in taking ownership for success of program.
- Coordinate with Director of Communication Services to utilize all media opportunities to promote successes of the Organization's energy management program.
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
- Prepare energy requirement estimates and budget allotments for all Organization facilities and develop procedures for efficient utilization of energy sources.

- Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the Organization.
- Conduct and document regular energy audits of all the Organization's facilities to insure operating efficiency, optimum educational environment, and compliance with Organization's energy policy.
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- Implement weekday, weekend, holiday, and summer shutdown checklists and night setback programs for every building in the Organization.

OTHER JOB FUNCTIONS:

1. Attend meetings, seminars and conferences relating to energy use and conservation.
2. Advise, assist and make recommendations to the Director of Operations on alternate energy sources, consumption and general energy conservation measures.
3. Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
4. Report to the Director of Operations at least once monthly as to status of the Organization's energy consumption.
5. Report to the Maintenance Supervisor or Head Custodian any safety hazards observed.
6. Ensure that the Organization is on proper utility rate schedule and is receiving correct billing.
7. Ensure Organization participation in any rebate program offered.
8. Coordinate the installation and/or repairs of energy management systems with Maintenance Supervisor. Maintain wiring and installation diagrams of the systems.
9. Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
10. Work overtime as needed.
11. Perform other duties as may be assigned.