

**Roswell Independent School District
Job Description**

Job Title: ENERGY MANAGER

Reports To: COORDINATOR OF MAINTENANCE/ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS

General Job Description:

Working under in-direct supervision of the Coordinator of Maintenance to establish and maintain accountability for energy consumption and safety compliance at every level in the district.

Essential Duties and Responsibilities:

1. Implement methods for monitoring facility and space utilization including “walk-through” audits, for compliance with district’s custodian affidavit program; for reading meters on same day; and for the district’s participation in any rebate program.
2. Coordinate with all district levels for maintenance of energy and water consumption records and data; assure utility rate schedule and utility billing is correct; and compliance with State, Federal, and District policies.
3. Provide on-going regular communication with principals and custodial staff regarding energy consumption including establishment of programs to promote energy conservation and promotion of district’s successful energy management through media.
4. Coordinate with supervisor regarding installation and/or repairs of energy management systems including suggestions for alternative energy sources, consumption and general energy conservation measures, and any observed safety hazards and solution(s).
5. Prepare budget and/or estimates for energy requirements and provide input on contractual support activities related to energy management/purchase of products that affect energy consumption.
6. Design and maintain programming for computerized energy management system to insure operating efficiency, i.e. district building “shut down” and /or “set back” during periods of facility non-use.
7. Attend and represent the district at management level meetings, seminars, and conferences related to energy use and conservation, including attending in-services on energy management.
8. Participate in the district’s Safe School Plan.
9. Attend trainings of OSHA regulations.
10. Maintain confidentiality with sensitive matters and treat people with respect and dignity.
11. Work with a wide variety of individuals in a highly stressful environment.
12. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
13. Be able to maintain a neat, functional office that is inviting but professional, safe environment.
14. Report to work on time and work no less than 8 hours per day.
15. Work independently with very little supervision.
16. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
17. May be required to perform other related functions as assigned by your supervisors.

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma.
2. Hold a current NM Teacher license and/or Energy Consumption Safety Compliance license and /or verified employee in said verified position.
3. Three or more years’ experience in Energy Consumption/Safety.
4. High level of people skills and exhibit how to plan, organize and coordinate the activities of other employees.
5. Valid Driver’s license and Car Insurance.

ENERGY MANAGER (CONT'D)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Must be able to travel from site to site. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date