



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Energy & Sustainability Manager** FLSA Status: **Exempt**  
 Job Family: **Facilities** Pay Range: **OP30Y**  
 Prepared/Revised Date: **April 24, 2017** Job Code: **33301**

**SUMMARY:** Proactively communicate and promote the district’s utility, energy management, and sustainability efforts. Program and coordinate HVAC and lighting schedules. Manage and coordinate rates, billing issues, and payment for all district utilities. Coordinate the development and promotion of the district’s Sustainability Management System. Act as the district liaison and spokesperson for partnerships with utility suppliers and local, state, and federal agencies. Assist with the commissioning and recommissioning of mechanical and electrical systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage and coordinate the HVAC and lighting scheduling for all district sites through automated energy management systems. Be on-call for after-hours HVAC and lighting system scheduling.	D	25%
2. Manage payment of all gas, electric, recycling, trash, water, and wastewater utility bills and be responsible for the automated data tracking system and utility use in all district facilities. Develop and manage district utility budgets. Negotiate rate schedules, resolve problems, billing issues, and share information for budgeting and planning purposes. Manage and process utility rebates.	D	25%
3. Attend work and arrive in a timely manner.	D	1%
4. Utilize data from building automation systems and other sources to determine utility usage and efficiencies. Inspect and assess facilities for operating efficiency and comfort level. Develop strategies to maximize energy efficiency and reduce consumption incorporating the district’s policies and guidelines.	W	15%
5. Provide expertise and program support to sustainability efforts in district schools. Promote and communicate the district’s sustainability and conservation programs at the district, local, state, and federal levels.	M	10%
6. Assist architects, engineers and consultants with project design for renovations and new buildings and with the development of specifications. Assist with the management and coordination of the district’s commissioning and recommissioning process.	M	10%
7. Plan and implement the district’s Sustainability Management System. Synthesize and gather required documentation and statistics from district departments and outside consultants.	M	10%
8. Act as chairperson for the district’s Green Team to promote and inspire sustainability efforts. Research and track local, state, and federal trends and best management practices related to sustainability and conservation programs.	Q	3%
9. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Business, Industrial Science, Mechanical or Electrical Engineering, Business Management or related field
- Five years or more of progressive, related experience required
- Equivalent combination of education and experience acceptable



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid Colorado driver’s license
- Certified Energy Manager (CEM) certificate desirable
- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Extensive public relation skills
- Skills in proofreading specifications and diagrams with the ability to read schematics and blueprints
- Excellent written and oral communication skills, and human relation skills
- Knowledge of electrical, mechanical development and irrigation systems
- Organizational, scheduling, and coordination skills
- Word processing, spreadsheets, and database skills
- Research and mathematical skills
- Ability to be a part of and work with a team
- Must have an understanding of financial reporting and accountability
- Must understand the complexities of building automation systems and sequence of operation of equipment
- Must understand energy savings project installations
- Computer skills including, but not limited to, automated utility tracking software, spreadsheets, word processing, building automation systems, system scheduling and interface, database usage and development
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Extensive operating knowledge of Building Automation Systems

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This position has no direct reports.	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feed		x		
Reach with hands and arms		x		
Climb or balance		x		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile		x		
Negotiate				x

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts		x		
Work in high, precarious places	x			
Fumes or airborne particles		x		
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration		x		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	