



ENERGY MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M4	03/01/2015	Management	1 of 2

DEFINITION: The Energy Manager assists the Chief Facilities Planner with energy and facilities related policies, procedures, plans, and resources; provides leadership and technical support in the analysis, development and implementation of sustainable and cost effective energy programs including, energy efficiency and conservation projects; and monitors the District hazardous material and waste program responsibilities.

DISTINGUISHING CHARACTERISTICS: Incumbent monitors utility consumption; provides analysis on building electricity, natural gas, water, and renewable sources; reports monthly on energy consumption and conservation activities; requests funding for energy conservation initiatives and works with the utility company on innovative demand side management strategies and peak load management; leads, coordinates and ensures the regular tracking of appropriate performance measures to support continuous improvement in energy management and conservation; identifies building mechanical problems impacting energy consumption; analyzes heating, cooling, ventilation and lighting systems to determine optimum operating conditions ; sets benchmarks for organizational energy consumption and monitors implementation; develops and applies strategies for minimizing unnecessary energy consumption and negotiating with utilities for better rates; monitors and advises District and campus staff and leaders on hazardous materials and waste program procedures, regulations, and responsibilities.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

- Coordinates with business officers, purchasing agents, facility managers, and campus operations staff to increase the effectiveness of building operations in the areas of energy use, recycling, and operations and construction waste reduction.
- Works with purchasing staff to negotiate the purchase of electricity, natural gas, water, recycle services and refuse collection.
- Works collaboratively with campus sustainability committees to promote energy conservation through positive feedback to all levels of the district and involve all personnel and students in taking ownership for success of program.
- Advises, assists, and makes recommendations to the Chief Facilities Planer on alternate energy sources, consumption and general energy conservation measures.
- Pursues an aggressive program to reduce district costs for energy.
- Maintains all energy and water consumption records and data.
- Prepares energy requirement estimates and budget allotments for all district facilities and develops procedures for efficient utilization of energy sources and resources.
- Insures that the district is on proper utility rate schedule and is receiving correct billing.
- Reviews and negotiates energy purchase agreements and make recommendations regarding energy provider selection.
- Utilizes consultants when necessary to identify energy conservation measures.
- Provides regular reports as to the overall effectiveness of the energy management program.
- Provides input on capital projects related to energy management and the purchase of any products that affect energy consumption.
- Provides regular data to campus staff, as to status of their campus and building energy consumption.
- Coordinates with maintenance directors for installation or repair of energy management systems.
- Works with maintenance personnel on proper operation of the systems and equipment.
- Reviews and recommends maintenance supply and equipment purchases to ensure energy efficient replacements are being specified.
- Coordinates with county and campus persons on periodic and annual review of hazardous materials and hazardous waste policies, practices, and reporting requirements.
- Manages and oversees compliance with various environmental laws, regulations, and reporting requirements such as air quality, storm water quality, and waste disposal.
- Performs other duties consistent with the position assigned as may be required.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Policies, laws, regulations, and standard business practices required to perform and implement duties and functions above. Strong understanding of public utility markets and supply and demand pressures in the current state marketplace; accounting principles, engineering economics, and economic analysis techniques; strong understanding of electrical and mechanical systems; basic building and system commissioning principles and processes; energy and environmental laws, regulations, and policies; strong organizational, communication, and interpersonal skills.

Ability To: Perform and implement duties and functions above. Work collaboratively with diverse campus committees and constituent to effectively promote energy conservation and sustainability policies and practices; research and draft supporting procedures, initiatives, and District policies and standards; gathering and compile complex data, and analyze the data and draw logical conclusions; estimate potential project costs, funding and financing options, and evaluate potential return on investments; understand and comply with technical and regulatory rules and regulations; read and understand technical materials and contract drawings and specifications; climb, bend, stoop, reach and walk and stand for long periods; push, pull or lift at least 25 pounds and work in confined spaces; work in ambient conditions in mechanical/boiler rooms, ceilings, roofs, and underfloor areas.

Education/Training: Earned Bachelor's degree in mechanical or electrical engineering, urban planning, environmental engineering or science, engineering technology, or related degree and field with emphasis on energy and facilities management, or the equivalent.

Experience: Five years of experience in a similar professional capacity with at least three years of experience managing design and contractor performance on energy conservation or mechanical equipment installation projects. Current certification as either a Certified Energy Manager (CEM) or Certified Energy Procurement Professional (CEP may be substituted for two years of the desired professional experience).

Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff.

License/Certification: A professional certification as an energy manager by the Association of Energy Engineers or professional designation of Certified Energy Manager (CEM) is preferred.

Actions: Newly created classification adopted by the Governing Board on 06/01/13.
Revised: 02/25/15