

## ENERGY AND SUSTAINABILITY PROGRAM MANAGER

### DEFINITION

The Energy and Sustainability Program Manager develops, supervises, and executes District-wide energy and sustainability programs.

### TYPICAL DUTIES

- Manages the development and execution of energy and sustainability strategies to address construction and District-wide operational issues.
- Oversees the management and analysis of the District's energy usage patterns, utility rate schedules, and the cost impact of inflation and rate increases.
- Develops, prepares and administers the District's utility budget.
- Manages sustainability program operations to ensure compliance with policies, standards, laws, and environmental or governmental regulations.
- Oversees the analysis and negotiations of regulatory affairs and rate benefits with utility companies.
- Develops, approves, and implements procedures and methodologies to enhance or evaluate the viability or success of sustainability programs.
- Represents the District regarding energy and sustainability matters.
- Develops and executes communications aimed at raising internal and external awareness of and support for District energy and sustainability programs and activities.
- Oversees and participates in the creation of project proposals, grant applications, or other documents in pursuit of funding for environmental initiatives.
- Oversees billing errors and the establishment of refund programs to ensure refunds and proper credits are received by the District.
- Evaluates engineering proposals and analyses regarding District-wide comprehensive energy and water retrofit projects.
- Monitors energy retrofit projects to assure conformance with plans, specifications, and schedules.
- Evaluates programs to ascertain if specific energy savings are achieved according to contract terms and conditions.
- Evaluates the cost effectiveness, environmental risk, technical feasibility, and integration capability of sustainability projects and initiatives.
- Oversees and participates in the collaboration with parent and community groups, and landscape and architectural groups to restore or build gardens on District properties.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Energy and Sustainability Program Manager develops and executes District-wide energy and sustainability programs and initiatives to address construction and operational issues in energy use, resource conservation, pollution, waste reduction, and reliance on landfills.

The Deputy Director of Architectural and Engineering Services assists in the planning, organizing, and directing a multi-unit organization, which includes the architectural, engineering, and energy and sustainability units.

A Senior Sustainability Specialist supervises, coordinates, and participates in research, analysis and communications for the development and implementation of District-wide sustainability goals and initiatives.

## SUPERVISION

General direction is received from the Director of Maintenance and Operations or designee. General supervision is exercised over lower-level technical, administrative, and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles, practices and current trends in sustainability
- Local, State and Federal laws, principles, practices, ordinances and legal requirements in sustainability, alternative energy, green building and related areas
- Principles of electricity, natural gas, and water distribution
- Various types of energy usage and factors that affect consumption
- Utility rate schedules and billing procedures
- Principles of budget, grant, and contract preparation, administration and management
- Request for qualification (RFQ), request for proposal (RFP) and contracting procedures
- Funding and grant sources for sustainability initiatives
- Emerging technological advances in sustainability practices
- Water and energy conservation efforts and practices
- LEED and CEQA requirements
- Principles of supervision

### Ability to:

- Develop and execute sustainability programs and projects
- Conduct environmental risk assessments
- Estimate costs associated with sustainability initiatives
- Express difficult and complex concepts clearly and concisely in oral and written form
- Prepare long-range plans that enable the effective administration of energy conservation programs
- Manage budgets within established parameters
- Analyze energy and sustainability related data and identify present and potential problems and other possible areas for conservation and savings
- Work effectively with representatives of government agencies, private contractors, vendors, facilities designers, equipment manufacturers, District administrators, and community members

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in environmental studies, urban planning, construction management, architecture, engineering, energy management, business administration, public administration, or a closely related field. Advanced degree in environmental science, environmental engineering, or related field is preferable.

Experience:

Five years of experience administering major programs or projects in water or energy conservation, sustainability, or energy management, preferably within a school district or other public agency. Two years of the required experience must have been at the supervisory level.

The following work experience and accreditation are preferable:

Experience managing projects or programs regulated by state or federal environmental/sustainability issues

Experience with the Collaborative for High Performance Schools (CHPS)

LEED Professional Accreditation by the Green Building Certification Institute (GBCI)

Professional designation as a Certified Energy Manager (CEM) is preferred.

Special:

A valid California drive license and the availability of private transportation or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

03-18-19

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