

## SENIOR ENERGY SPECIALIST

### DEFINITION

Supervises and participates in the compilation, analysis, and evaluation of cost and usage data and reports relative to energy and water conservation programs, and coordinates the installation and operation of computer based environmental control systems.

### TYPICAL DUTIES

Supervises and participates in the analysis and evaluation of District energy and water usage patterns.

Projects the District's annual utility expenditures and analyzes cost impact of rate increases.

Monitors and evaluates computer based environmental control systems for optimal operation of heating, ventilating, and air conditioning equipment.

Coordinates federal and State energy conservation grant applications and programs.

Coordinates feasibility studies for the design of energy efficient buildings and purchase of energy efficient equipment, and analyzes financial benefits.

Prepares and submits reports for District participation in public and private utilities rebate programs.

Reviews and evaluates consultants' feasibility studies for conservation and cost effectiveness.

Evaluates the feasibility of implementing projects, such as thermal energy storage, cogeneration, and waste heat recovery systems.

Consults with public and private agencies and District personnel in planning, designing, and implementing energy and water conservation measures.

Plans and presents energy and water conservation programs to students and District staff.

Evaluates and recommends products for energy efficiency.

Analyzes energy usage at sites with environmental control systems for conformance with District energy conservation standards.

Revises equipment specifications for conformance with conservation requirements.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Energy Specialist supervises and participates in the planning, development, analysis, and evaluation of energy conservation programs.

The Energy Program Manager administers the District's utility budget and supervises staff involved in analyzing and monitoring energy consumption and in recommending energy conservation and cost saving programs.

An Energy Specialist assists administrators in the management of energy retrofit projects and analyzes District energy and water consumption, monitors conservation projects, and arranges and presents energy conservation programs.

## SUPERVISION

General direction is received from higher-level administrators. Supervision is exercised over Energy Specialists and program support staff. Functional supervision is exercised over the standards, methods, and materials used by personnel in implementing the District's energy conservation program.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of heating, ventilation, and air-conditioning systems
- Principles of electricity, natural gas, and water distribution
- Principles of determining various types of energy usage and factors that affect consumption
- Utility rate schedules and billing procedures
- Principles of budgeting and cost benefit analysis
- Computer systems and procedures design, analysis, and application
- Sources of data on varieties of energy conservation projects
- Laws, ordinances, and safety regulations relative to electrical, heating, ventilation, air-conditioning, and plumbing systems and related equipment
- Statistics and research methodology
- Principles of supervision

### Ability to:

- Read plans, specifications, and other technical materials relating to electrical and mechanical design
- Make effective presentations and recommendations using tables, charts, and graphs
- Express difficult and complex concepts clearly and concisely in oral and written form
- Conduct and participate in meetings involving technical subjects
- Analyze data on energy, consumption, and costs and identify present and potential problems and other possible areas for conservation and savings
- Work effectively with representatives of government agencies, private contractors, facilities designers, equipment manufacturers, and District administrators and other school personnel
- Plan and implement voluntary conservation incentive programs
- Supervise effectively

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably supplemented by courses in statistics, energy management, energy auditing, engineering, report writing, urban planning, data processing, or cost analysis . Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

### Experience:

Three years of technical experience, evaluating of the efficiency of electrical or mechanical systems and equipment, or in the design of heating, lighting, or ventilation systems and equipment, preferably as a part of an energy conservation program.

or

Three years of experience coordinating a major program or project relating to energy conservation, or related areas, preferably in a school district environment. This experience must include responsibility for data analysis, cost estimation, the preparation of reports, and oral presentations to various groups.

or

Three years of any combination of the experience described above.

Special:

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

A valid California Driver License.

Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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