

## ENERGY PROGRAM MANAGER

### DEFINITION

Plans, develops, coordinates, and supervises utility elements of a comprehensive sustainable and renewable energy program to control energy usage and utility costs.

### TYPICAL DUTIES

Supervises and participates in the 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.

Analyzes weather, enrollment, equipment, and square footage data in order to distribute the District utility budget equitably and resolve over consumption issues.

Supervises and participates in identifying billing errors, meets with utility vendors to establish refund programs, and follows-up to assure refunds or proper credit to the District.

Supervises and coordinates the preparation of grant applications for financial assistance under State and federal energy conservation programs.

Supervises the preparation of reports and applications for the District's participation in a variety of utility rebate programs.

Supervises and participates in the evaluation and recommendation of product energy conservation, renewable energy, and sustainability-related programs.

Evaluates engineering analyses and proposals from outside vendors and makes recommendations regarding the District-wide comprehensive energy and water retrofit projects.

Monitors energy retrofit projects to assure conformance with plans, specifications, and schedules; confers with vendor engineers regarding problems; analyzes and approves changes; and verifies that specific energy savings are achieved according to contracts.

Confers with and makes presentations to District administrators, representatives of utility and other energy service companies, and representatives of public agencies and private organizations regarding energy conservation, retrofit projects, and the savings generated.

Develops and implements the Energy Incentive Program by training school personnel to read utility expenditure reports and to identify and improve energy saving measures.

Reviews and makes recommendations relating to energy conservation, renewable energy sustainability, and other utility legislation.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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 savings programs.

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

An Energy Specialist assists administrators in the management of energy retrofit and underground storage tank removal 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 the Energy Conservation Unit staff. Technical direction is exercised over procedures, specifications, methods, and materials used in the implementation of 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
- Principals 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, plumbing systems, and related equipment
- Statistics and research methodology
- Organization of the District
- Principles of supervision

### Ability to:

- Plan, organize, and direct a variety of technical activities in accordance with numerous laws and regulations
- Provide leadership in complex activities involving many participants
- Prepare long-range plans that enable the effective administration of energy conservation programs
- 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. Courses in energy management, energy auditing, data processing, statistics, cost analysis, and supervision are preferable. Experience, in addition to that listed below may be substitute for up to two years of the required education on a year for year basis

### Experience:

Four years of experience in energy engineering or administering a major program or projects relating to energy conservation, or related areas, preferably in a school district environment.

Special:

Professional designation as a Certified Energy Manager (CEM) is preferable.  
A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

Management class, exempt from bargaining units.

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 the position at any time

Revised  
03-13-13  
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