



PERSONNEL COMMISSION

Class Code: 5175
Salary Range: 31 (C2)

ENERGY CONSERVATION SPECIALIST

JOB SUMMARY

Under direction, monitor and implement the energy management program of the District including energy consumption and assisting in the development of measures of accountability; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Monitor and implement the energy management program of the District including energy consumption and assisting in the development of measures of accountability. **E**
- Conduct walk-throughs of District facilities to analyze and audit the operation of energy systems; meet with school administrators and plant supervisors to assist with the implementation of energy saving practices and measures such as reading meters on the same date as utility companies; provide feedback to site personnel on the facilities' energy consumption and load management. **E**
- Implement energy savings and cost savings for sites such as summer shutdowns, setback program for weeknights, weekends, holidays and other periods of site inactivity. **E**
- Participate in developing methods to communicate and publicize energy conservation to District employees and students through special meetings, site visits, media opportunities and bulletins. **E**
- Advise and provide recommendations regarding available energy saving measures and alternate energy sources to administrators, maintenance and facility planning personnel. **E**
- Provide energy conservation input on capital projects and purchase of products and materials affecting energy consumption. **E**
- Estimate efficient energy utilization for District facilities and sites. **E**
- Participate in the preparation and maintenance of records on District energy and water consumption; maintain records of federal energy grants received by the District; assure that the District participates in available rebate programs. **E**
- Communicate with federal and state agencies regulating and overseeing energy consumption; monitor state and national energy policy trends. **E**
- Assure the District is on the appropriate utility rate schedule and utility billings are correct. **E**

- Advise and assist facility planning and maintenance personnel on the installation, repair and operation of energy equipment and systems including computerized energy management systems. ***E***
- Prepare reports on energy conservation program status and activities; compile data and prepare charts, graphs and make recommendations based on findings. ***E***
- Operate a variety of office equipment including a computer and assigned software such as energy management software; drive a District vehicle to conduct work. ***E***
- Attend in-services regarding energy management and conservation. ***E***
- Report safety hazards observed at sites to maintenance branch personnel. ***E***

Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Energy Conservation Specialist analyzes energy systems and District energy consumption. An incumbent monitors, implements and encourages a program of energy conservation that District staff and students can understand and practice in their daily activities. An incumbent works closely with and advises District facility planning and maintenance personnel on energy system replacement and installation. An incumbent communicates with personnel at all levels in the District to promote and encourage energy awareness across the District.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, objectives, practices and organization of an energy conservation program.
Working knowledge of the operations and structure of energy systems.
Methods used in energy conservations audits.
Load management technologies.
Laws, ordinances and regulations governing energy utilization.
General techniques of data analysis and report preparation.
Office equipment including a computer and assigned energy conservation management software.
Public speaking techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

Ability to:

Monitor, implement and encourage a program of energy conservation.
Conduct audits of District facilities to analyze the operation of energy systems.

Provide recommendations regarding available energy saving measures and alternate energy sources.
Interpret, apply and explain laws, codes and regulations related to energy conservation.
Implement energy savings and cost savings procedures.
Compile statistical data and prepare tables, charts and graphs.
Analyze energy and water consumption data.
Perform mathematical calculations such as addition, subtraction, multiplication, and division using a calculator to calculate loads.
Conduct meetings and make effective presentations.
Prepare clear and concise reports and make recommendations.
Adjust to changing priorities.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate office equipment including a computer and assigned energy conservation management software.
Work independently with little direction.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in energy management, social sciences, business administration, public administration or a related field.

Experience:

Some experience participating in the coordination or implementation of an energy conservation program and related activities.

Additional energy conservation experience may be substituted for up to four years of the required education on a year-for-year basis, if proof of graduation from high school or equivalent is provided at time of application.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's License is required at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

An incumbent will be required to work an irregular schedule that includes early and late hours, weekends and holidays.

WORKING ENVIRONMENT

Offices, classrooms, auditoriums, school plant facilities, basements, rooftops, attics and laboratories.

Working in cramped or restrictive work chambers such as mechanical rooms.

Drive a District vehicle to conduct site visits.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Seeing to review and analyze reports, documents or other records.

Hearing and speaking to exchange information in person, deliver oral presentations or communicate on the telephone.

Climbing stairs, ramps and ladders to analyze facilities.

Walking or standing for extended periods of time.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: June 6, 2013

Revised: 5/15/2014