

**School District of Santa Rosa County
Job Description**

Energy Management Technician

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: May 22, 2014	Job Code: 11010
Position #: 85030	Range: 16

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Willingness to work flexible hours as required;
- Ability to work with energy based computer programs, produce excel spreadsheets containing energy data;
- Must possess good oral communication skills and have a willingness to conduct meetings with school administration and faculties to discuss energy expenses and ways to increase energy conservation;
- Maintains EMS records and central computer at all EMS locations;
- Monitors and diagnoses Energy Management Systems problems and takes corrective action to alleviate problems;
- Monitors and diagnoses indoor air quality problems;
- Alters energy programs within working parameters to fully develop potential saving from the EMS;
- Generates reports pertaining to consumption of energy from individual school sites;
- Works with principals and building directors in regards to energy conservation education;
- Monitors, edits and controls all energy management functions at all locations controlled by Energy Management Systems;
- Installs, repairs any and all energy management systems as necessary;
- Works after hours and weekends when necessary or required;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance and Maintenance Foremen

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school or GED. Experience diagnosing control system problems using a computer and analyzing computer reports.

Preferred:

Operation of a variety of tools and equipment of the trade.

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; requires moderate to heavy lifting of over 75 pounds; Duties require the operation of a small service truck to reach job sites; Works outside and inside; Willingness to work flexible hours; may involve hazardous conditions and with electric current; May be exposed to fumes and gas from equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.