

<b>JOB TITLE:</b>	Manager Energy
<b>REPORTS TO:</b>	Director Facilities Maintenance
<b>DEPARTMENT/CAMPUS:</b>	Facilities/ Maintenance
<b>FLSA STATUS:</b>	Exempt

**JOB PURPOSE SUMMARY**

The Manager Energy will manage and coordinate the FBISD Energy Management/Conservation and Waste/Recycling Program. The incumbent will provide instruction and training to all system constituencies and provide the technical expertise required to monitor and implement energy saving activities on the human and technical level.

**KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. May be required to perform other related duties as assigned.**

**Planning and Organization**

- Prepare bid specifications that pertain to energy management program
- Review and negotiate energy purchase agreements and make recommendations regarding energy fuel selection
- Participate in utility contract specifications and negotiations; provides energy-related input to school design, operations, and maintenance including use of state of the art computers/telecommunications
- Assist in the development of yearly budget for all utility accounts, and create and manage energy management services accounts
- Pursue outside funding sources for equipment retrofits
- Administer Federal and State assistance programs to provide grant monies that relate to energy management and waste/recycling
- Maintain accurate records relating to energy savings and waste/recycling
- Keep abreast of all new legislation, products and energy developments

**Interpersonal Communication**

- Work with building administrators and custodial staff in reporting accurate utility forecasts
- Coordinate with appropriate personnel in schools, office, departments, and other agencies in carrying out the functions and responsibilities of the energy conservation and waste/recycling programs
- Utilize consultants when necessary to identify energy conservation measures
- Maintain liaison with equipment suppliers in order to conduct bidding process for equipment upgrades and retrofits
- Meet and work with staff and citizen groups to further positive public relations

**Leadership and Management**

- Instruct and train administrative staff in energy efficient behaviors and technologies
- Maintain energy conservation and recycling awareness activities through training programs, written materials, presentations, etc
- Plan, develop, implement and coordinate a comprehensive energy management, energy conservation and waste/recycling program
- Oversee after hours internal and external space reservation and contracting process for District
- Support District programs for recruitment, selection, orientation, and assignment of District maintenance employees
- Manage cradle-to-grave waste/recycling process
- Develop, coordinate and facilitate the District Energy Committee
- Develop, coordinate and facilitate the student-led Watt Watchers program

**SUPERVISORY RESPONSIBILITIES**

- Supervisor one or more employees at a time
- Conduct performance appraisals of assigned staff

## SUPERVISORY RESPONSIBILITIES

- Address complaints and resolve problems in a timely manner

## QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each of the above essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities, required unless otherwise stated as preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## EDUCATION REQUIRED

Education Level	Details
High School Diploma or GED	with 8 years of experience in lieu of degree
Bachelor's Degree	preferred, in engineering technology, business or related field with emphasis on facilities management, environmental science and energy management
	Applicable alternative education such as military service specialized training and certification

## LICENSE/CERTIFICATIONS REQUIRED

Enter Licenses/Certifications	Details
Valid Texas Drivers License	

## WORK EXPERIENCE REQUIRED

Years of Experience	Type of Experience
Minimum of 3 years	energy management, mechanical systems design, construction, and/or maintenance

## OTHER SKILLS and ABILITIES REQUIRED

- Knowledge of energy management program development and HVAC and lighting systems
- Good knowledge of standard microcomputer applications and computerized building energy management systems
- Ability to initiate, plan, develop, and direct complex building energy conservation projects, including training aspects through in-service sessions, publications, and presentations
- Proven ability to manage budgets and personnel
- Ability to work effectively with students and a wide range of staff to implement program goals and activities
- Ability to keep accurate records, prepare reports, and make presentations to school officials, the media and Board members
- Strong organizational, communication and interpersonal skills including successfully coaching and counseling subordinates

## PHYSICAL REQUIREMENTS/WORKING CONDITIONS

*The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in classrooms, offices, work stations and meeting rooms.*

*The position requires occasional walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying work related items weighing less than 40 pounds, such as books, papers and presentation materials. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Attendance at conferences and professional development is required. Work involves everyday risks and discomforts which require normal safety precautions when operating equipment or performing job duties. May work prolonged or irregular hours and must be able to maintain emotional control under stress.*

Work may involve infrequent exposure to fumes and chemicals in warehouse and transportation area; some activities involve inspection and monitoring of facilities. Extensive in-district travel.

**STIPEND**

**Stipend Description:**

**Date Revised:** 3/25/2019

**Stipend Amount:**

**DEPARTMENT/CAMPUS:**

**Stipend Description Owner:**

**Stipends Submitted By:**

**QUALIFICATIONS**

**STIPEND GOAL:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**WORK ENVIRONMENT:**

**STIPEND NOTICE:**

*This stipend description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This stipend description may be revised upon development of other duties and changes in responsibilities.*

*The Supplemental Duty Stipend and Stipend Schedule is separate from and is not part of the Teacher Salary Schedule or the Compensation Plan.*

*Receipt of stipends is contingent upon the completion or fulfillment of the minimum standards established by the appropriate department.*

*If an employee does not work the complete school year work calendar, then any recurring stipend will be paid on a prorated basis of the actual days worked.*

*If an employee fails to meet all of the criteria stipulated, the stipend may be prorated, removed, or recovered. The employee will then be notified of the terms for repayment by the Human Resources Department.*

*The assignment may be discontinued at any time for any reason, or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.*

**It is the responsibility of the Campus or Department enlisting an employee for supplemental stipend duty to confirm eligibility with Human Resources and submit for processing.**

**Employee Name (Please print):** \_\_\_\_\_ **Date:**

**Employee Signature:** \_\_\_\_\_

**Campus/Dept. Administrator Name (Please Print):** \_\_\_\_\_ **Date:**

**Campus/Dept. Administrator Signature:** \_\_\_\_\_

**This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.**

