

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

<b>TITLE:</b>	Energy Management Systems Manager	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities & Operations	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>CALENDAR:</b>	12 month
<b>BOARD APPROVAL:</b>	May 6, 2014	<b>SALARY RANGE:</b>	Management Salary Schedule; Range E1

**SUMMARY:** Under general supervision this position is responsible for planning and delivery of District energy management and other assigned systems including oversight, installation, troubleshooting, user assistance, and initiating repair and replacement of various systems. Functions include monitoring, diagnosing and resolving problems; planning and analysis of work processes; researching and reporting trends and patterns of problems; developing and maintaining problem tracking databases; oversight for installing, troubleshooting and maintaining hardware and software used in energy and natural resources management systems; performing technical backup and recovery operations; consulting with users to identify needs and requirements; and ensuring that rigorous application of energy and natural resources management systems, policies, principles and practices are followed.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**E = Essential Functions**

Plans, organizes, coordinates, implements, monitors, controls and optimizes complex energy and natural resources management and other controlled systems to optimize the performance of those systems for cost effectiveness. **E**

Determines repair and/or replacement solutions via integration of a broad complex spectrum using hardware and software technologies to diagnose, repair, replace, and make recommendations to management. **E**

Operates and maintains the District energy and natural resources management and control systems. **E**

Monitors, diagnoses, trouble-shoots, initiates repairs and maintains all controls for electronic control systems. **E**

Manipulates building energy management systems and control logic sequences to optimize performance and energy conservation; runs systems ad hoc reports. **E**

Reviews and analyzes reports and data to track efficiency, recognizes potential problems, and maximizes program effectiveness. **E**

Participates, in collaboration with IT, in the development, implementation, and maintenance of computerized maintenance management systems, to include corrective and preventative maintenance programs. **E**

Performs value engineering and quality assurance inspections on all design, construction work in progress, repairs and replacements in progress, and completed jobs; ensures conformance with institutional and compliance with specifications and codes. **E**

Participates in energy services project development and delivery with team members and management. **E**

Participates in the installation of new and replacement equipment as assigned. **E**

Maintains a variety of records related to program activities, labor, materials, inventory, tools, and equipment. E

Participates in all aspects of resource management programs. E

Prepares various reports related to all programs as required. E

Assists with developing and updating program policies and procedures. E

Implements and assures safety regulations and practices are followed. E

Responds to after-hours emergency calls for services as required. E

Attends training seminars and courses to remain current in latest techniques and technologies. E

Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position as well as to maintain satisfactory job performance requirements once employed.*

**EDUCATION AND EXPERIENCE:** Any combination of experience and education equivalent to: graduation from an accredited four-year college or university in management, business, engineering or computer science or a degree related to the job duties; five (5) years of verifiable paid work experience in the field of energy or utility management systems, including at least one year of project management experience and three years experience in analysis, diagnostic, installation, repair and replacement of systems described in the job or related experience; and one year of experience in managing, evaluating and supervising employees.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess and maintain a valid California Class C driver's license with a good driving record.

**TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:**

General knowledge and demonstrated skills in using and re-programming EMS controls for complex unrelated systems used in controlling various District sites whether on or off site.

Proficient use of technology systems and productivity software.

Demonstrated ability to use a variety of tools used to perform the duties of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES QUALIFICATIONS:** *The requirements listed below are representative of the knowledge, skill, and/or ability required for hiring and post-hire performance.*

**KNOWLEDGE OF:**

Instrument calibration standards and tolerances.

Computerized maintenance energy systems management principles as related to the duties of the position.

Current laws, codes, and practices applicable to assigned responsibilities including knowledge of safety methods and practices.

EMS controls and systems.

Estimating time and material requirements for work projects.

Accurate record-keeping and analysis techniques.

Proficient computer and software utilization to perform the duties of this position.

**ABILITY TO:**

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Use and interpret refrigerant gauges, manometers, selective analyzers, CO and CO2 testers, ohmmeters, voltmeters, and various other meters and instruments used to analyze operational and repair requirements.

Coordinate, schedule, and prioritize multiple energy/utilities efficiency projects.

Demonstrate strong analytical and organizational skills.

Make sound recommendations for resolution of problems or change.

Read, interpret and follow blueprints and building plans and specifications.

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

Establish and maintain effective working relationships with all levels of district staff, outside agencies, vendors, and the public.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**LANGUAGE SKILLS:**

Ability to read, write, hear, and speak in English. Ability to read and interpret documents such as repair manuals, safety rules, operating and maintenance instructions, Occupational Safety Data Sheets (OSDS), and procedure manuals including policies and procedures and equipment manuals; write routine draft instructions, reports and correspondence; speak effectively one-one and/or before internal and/or external groups.

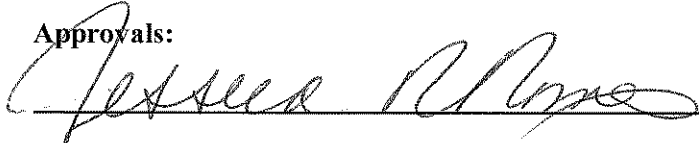
**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** Indoor and outdoor environments. Work involves almost constant exposure to unusual elements, such as extreme temperatures, toxic chemicals, biohazard materials, dirt, dust, fumes, smoke, and/or loud noises. Occasional excessive noise from machinery. Exposure to outdoor conditions and high precarious places when performing duties.

**PHYSICAL REQUIREMENTS:** Considerable physical activity. Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information in person and on the telephone; seeing to operate, inspect, diagnose, repair and maintain equipment and systems; seeing to read and prepare records and reports; seeing to perform assigned duties. Speaking and hearing in person and on the telephone/radio to exchange information. Standing for extended periods of time. Dexterity of hands and fingers to perform assigned duties; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to perform assigned duties; climbing ladders, stairs, and scaffolding to make necessary inspections; lifting heavy objects. Stretching, reaching, grasping, pinching, twisting, and dexterity of neck, shoulders, back, waist, hips, arms, hands, fingers, legs and feet to perform job duties.

**HAZARDS:** Exposure to lubricants, fumes and other agents associated with HVAC-R; compressed gases; electrical, hydraulic and air power sources; equipment temperature extremes. Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment. The District provides OSHA regulated safety training as needed.

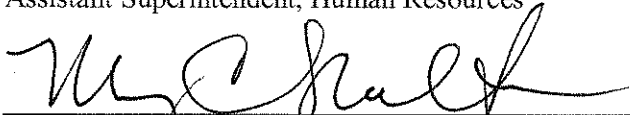
**Approvals:**

  
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Jessica R. Romeo  
Assistant Superintendent, Human Resources

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Date

  
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Mary C. Shelton  
Superintendent

5-15-14

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Date