

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Energy Manager

Job Description

Reports to: Director of Maintenance

Status: Exempt

Term: 235

Primary Purpose:

Plan, organize, and coordinate the energy management program for the district. Ensure efficient and effective energy management districtwide. Implement an energy management program to ensure the comfort, health, and safety of students and staff.

Qualifications:

Education/Certification:

Bachelor's degree

Special Knowledge/Skills:

Knowledge of energy management program development and implementation

Ability to analyze and interpret data

Ability to implement policy, procedures, and data

Ability to read and interpret blueprints and schematics

Ability to conduct on-site inspections of all district facilities

Ability to use personal computer and software to develop spreadsheets and databases

Strong organizational, communication, and interpersonal skills

Experience:

Three years experience in energy management or closely related field

Major Responsibilities and Duties:

Energy Management

1. Develop and coordinate district energy management program.
2. Plan and conduct needs assessment for improvement of energy management procedures, equipment, and systems.
3. Coordinate the installation, repair, and modification of energy management equipment in district facilities.
4. Travel to district facilities regularly to inspect monitoring devices and utility usage.

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5. Establish and implement a setback program for all district facilities.
6. Set up energy monitoring devices in school facilities to plot energy usage and temperature changes during extended periods of time.
7. Work cooperatively with building principals and facilities directors to support scheduled use of school facilities for extracurricular activities.
8. Communicate energy management guidelines to district staff.
9. Make presentations on resource conservation to students, faculty, and civic groups.
10. Coordinate energy conservation activities with local, state, and federal conservation groups.

Policy, Reports, and Law

11. Maintain utility usage database, including analyzing and interpreting data.
12. Maintain physical and computerized files to document activities and information, including wiring and installation diagrams of all energy management systems.
13. Communicate, on a regular basis, with campuses and departments regarding energy consumption and conservation.
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Budget

15. Administer the energy management budget and ensure that programs are cost-effective and funds are managed wisely.
16. Compile budget and cost estimates based upon documented program needs.
17. Review and approve utility bills for payment.
18. Review bids, contracts, payments, or other financial documents related to energy management projects.
19. Coordinate the purchase of all energy management equipment and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.
20. Recommend the disposal and replacement of obsolete equipment when needed.

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Other

- 21. Attend professional growth activities to keep abreast of innovations in energy management.

Supervisory Responsibilities:

None.

Equipment Used:

Computer.

Working Conditions:

Mental Demands/Physical Demands/Working Conditions:

Frequent districtwide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____