

## **Hobbs Municipal Schools Job Description**

**Position:** Energy Educator Manager

**Supervisor:** Superintendent, Assistant Superintendent for Operations

**General Job Description:** The energy manager works to establish accountability for energy consumption at every level in the school district. The energy manager is responsible for developing and monitoring the district's energy management program under board-level policy and Superintendent's guidelines, for the purpose of utility consumption.

**Qualifications:**

1. Must have three or more years of classroom, administrative, or other professional experience in the district.
2. Must be able to read various forms of written materials and must be able to recognize different signs and symbols.

**Essential Duties and Responsibilities:**

1. With the assistance of Energy Education, Inc., establish a program to promote energy conservation through positive feedback to all levels of the district and involve all personnel and students in taking ownership for success of the program.
2. Coordinate with internal and external PR support to utilize all media opportunities to promote successes of the district's energy management program.
3. Serve as the district representative at management level meetings, seminars and conferences relating to energy use and conservation.
4. Advise, assist and make recommendations to the Superintendent on alternate energy sources, consumption and general energy conservation measures.
5. Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
6. Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
7. Prepare energy requirement estimates and budget allotments for all district facilities and develop procedures for efficient utilization of energy sources.
8. Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the district.
9. The energy manager reports directly to a supervisor at least once monthly as to status of the district's energy consumption.
10. Report quarterly to the Board of Education on status and success of the program.
11. The energy manager provides regular communication with principals and custodial staffs, as to the status of their buildings' energy consumption.
12. Report to the Assistant Superintendent for Operations any safety hazards observed.
13. Regular "walk-through" audits of all the district's facilities to insure operating efficiency, optimum education environment, and compliance with the district's energy policy.
14. Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
15. The energy manager is responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
16. Organize program wherein building principal or custodian reads all meters on same days as utility companies.
17. Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
18. Insure that the district is on proper utility rate schedule and is receiving correct billing.
19. Insure district participation in any rebate program offered.
20. Coordinate with the maintenance director, installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
21. Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
22. Work with maintenance and building personnel on proper operation of the systems and equipment. Attend all scheduled in-services on the energy management system.
23. Independent work ethic
24. May require supervisory responsibility
25. Exercise good judgment in the implementation of policy
26. Ability to maintain favorable public relations
27. Ability to analyze and interpret technical data and communicate it to non-technical individuals

28. Persuasive
29. Strong Communication skills
30. Large measure of diplomacy

**Additional Duties and Responsibilities:**

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Commitment to irregular hours (night, weekend, holiday and summer audits). Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, pushing, pulling and moving light furniture may be required. Working in confined spaces is sometimes required.

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.