

JOB DESCRIPTION

TITLE: ENERGY MANAGER

REPORTS TO: Superintendent or Designee

JOB GOAL: Develop and monitors the district's energy management program for the purpose of reducing utility consumption.

PERFORMANCE RESPONSIBILITIES:

- Works collaboratively to 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 program.
- Report annual District energy usage, costs and anticipated savings to KPPC - the Kentucky Pollution Prevention Center — by October 1st annually through the Kentucky Energy Efficiency Program for Schools (KEEPS).
- Coordinates with internal and external PR support to utilize all media opportunities to promote successes of the district's energy management program.
- Serves as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
- Advises, assists and makes recommendations to the Superintendent on alternate energy sources, consumption and general energy conservation measures.
- Develops and maintains contact with federal and state agencies and monitors state and national energy policy trends.
- Provides input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption.
- Prepares energy requirement estimates and budget allotments for all district facilities and develops procedures for efficient utilization of energy sources.
- Maintains all energy and water consumption records and data. Maintains records of federal energy conservation grants received by the district.
- Reports annually to the Board on status of program.
- Provides regular communication with principals and custodial staffs, as to status of their buildings' energy consumption.
- During facility walks, conducts audits of all the district's facilities to insure operating efficiency, optimum educational environment, and compliance with district's energy policy.
- Coordinates usage of facilities and insures proper space utilization consistent with energy conservation.
- Implements weekday, weekend, holiday, and summer shutdown checklists for every building in the district.

- Implements night setback program for every building on weeknights, weekends, holidays and breaks.
- Insures that the district is on proper utility rate schedule and is receiving correct billing.
- Insures district participation in any rebate program offered.
- Assists with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Updates programs as necessary. ● Works with the building and maintenance personnel on proper operation of the systems and equipment.
- Attends all scheduled in-services on the energy management system.
- Performs other duties consistent with the position assigned as may be requested by the Superintendent.