

ROME CITY SCHOOL DISTRICT

FACILITY ENERGY MANAGEMENT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the management of School District facility energy use. Primary responsibilities include the programming and scheduling of various energy management systems used in School District facilities and ensuring that safe, efficient, and correct operational procedures are followed. Responsible to inspect all energy dependent systems, as well as scheduling necessary maintenance. Will work with School District maintenance personnel in troubleshooting systems control by energy management systems.

TYPICAL WORK ACTIVITIES:

- Responsible for the continuing operation and scheduling of all building energy dependent HVAC and Lighting systems.
- Reports to and receives general guidance and instructions from the School District's Supervisor of Buildings and Grounds.
- Position requires the ability to work without direct supervision and to make decisions that balance the fiscal needs of the School District with the need for a proper educational environment.
- Operate School District's computerized Energy Management Systems to schedule, troubleshoot, maintain, and repair energy dependant systems within the District;
- Plan and schedule work with School District Maintenance Department to complete necessary mechanical maintenance and repairs to systems controlled by Energy Management Systems;
- Work with architects and engineers, review plans, and coordinate and oversee any outside mechanical services and construction projects related to the School District's Energy Management Systems;
- Regularly inspect all building HVAC systems to determine the need for maintenance, repair, or major alterations;
- Assist in budget preparations and reporting related to the operation, maintenance and repair of School District systems controlled by Energy Management Systems;
- Compile periodic reports related to School District energy use.

PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Demonstrate competent knowledge of modern Energy Management Systems;
- Thorough knowledge of techniques and terminology used in energy conservation;
- Familiarity with the principles and practices of operating HVAC and Lighting systems;
- Good knowledge of regulations, practices, and procedures relating to large-scale building construction;
- Ability to read schematics and blueprints; knowledge and comfort when working with digital and computerized systems;
- Mechanical aptitude;
- Good judgment;
- Good physical condition.

MINIMUM QUALIFICATIONS (either):

- a. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree in Engineering, Business Administration, or Computer Science from an accredited College or University and two (2) years experience in Energy Management or related fields; or
- b. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents with an Associates Degree in Engineering, Business Administration, or Computer Science and three (3) years of experience as defined in (a); or
- c. Graduation from high school or possession of a general equivalency diploma and four (4) years of experience as defined in (a); or
- d. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Approved RCSC meeting November 10, 2004 – Revised: 1-10-06 meeting

Board meeting 09/15/04