CLASS SPECIFICATION
Energy Management Coordinator

FLSA Status:         Nonexempt
EEOC Job Category:  Service Workers
Union Representation: Represented

GENERAL PURPOSE
Under direction of the Director, District Facilities, manage and administer a campus wide computerized energy management system and a Computerized Maintenance Management System (CMMS).

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs daily system administration of several software applications for building control systems and work order control applications.
2. Monitor and control HVAC equipment, set schedules and define energy saving practices on campus.
3. Perform upgrades and modifications to system software and energy management system equipment at the application and equipment level.
4. Maintains the campus scheduling of equipment for on/off start times, temperatures, records of equipment performance, troubleshooting of equipment failure.
5. Maintain preventative maintenance and repair records for all energy conservation equipment.
6. Consults with campus staff and vendors on problems related to hardware, software or network communication functions.
7. Works closely with campus HVAC, plumbing and electrical services personnel.
8. Works closely with all members of the college community on issues related to energy management and energy conservation and work order management.
9. Review current campus-wide energy usage and where appropriate recommend modifications for more efficient energy usage.
10. Assist in the preparation of grant applications relating to energy projects.
11. Assist in the development and implementation of the campus energy management program.
12. Assist in the identification, preparation and recommendation of energy cost reduction opportunities.
13. Review and remain current and knowledgeable on state of the art energy conservation methods and equipment.

14. Assist in the development and promotion of energy awareness and training programs for the campus.

15. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

2. Power loads and potential for reducing loads.
3. HVAC systems and controls.
4. Energy conservation techniques and practices with specific application to large buildings.
5. Safe and proper use of materials, tools, and equipment used in the installation, repair and maintenance of energy systems.
6. Software application administration.
7. Building control functions.

Ability to:

1. Coordinate an energy conservation program.
2. Coordinate on/off schedules, maintenance, and repair of equipment for optimum energy management.
3. Analyze and document the effects of systems and operational changes on utility consumption.
4. Operate and troubleshoot equipment used in energy management.
5. Utilize a variety of software applications, their administration and management.
6. Establish and maintain effective working relationships with those encountered in the course of work.
7. Evaluate alternative approaches and effective solutions.
8. Prepare accurate and detailed written material and administrative reports.
9. Maintain technical manuals, specifications, drawings and other information related to applicable energy conservation equipment.
10. Exercise sound, independent judgment and initiative within established guidelines.
Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; supplemented by technical course work or training in heating, ventilating, air conditioning systems and controls and computer programming and four years progressively responsible experience operating and repairing HVAC systems and controls, and operation of a computer operated automated building management system; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; climb and occasionally work up to heights of 50 feet; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds and occasionally over 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; software applications, including spreadsheet systems; ability to creatively develop graphs and charts; and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.