

Energy Management Specialist

REPORTS TO: Maintenance Supervisor

JOB GOAL: To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

ESSENTIAL FUNCTIONS:

1. Carry - 50/80 lbs. 100 feet
2. Climb - ladders, scaffolding, and stairs, to a height of 40 ft., entering vehicles/equipment.
3. Crawl - utilizing hands, knees, and feet, to access needs in confined areas, tunnels, pits, sumps, etc.
4. Crouch/Kneel - to access/repair needs at levels below waist, tunnels, sumps, pits, etc.
5. Fingers/Gripping - lifting, grasping hand tools, sawing, inserting/turning bolts, screws, etc.
6. Lift - 80#/50 ft. for objects tools, supplies, materials to desired levels, unload/load vehicles.
7. Pulling/Pushing - for positioning of; materials, supplies, tools, pulling wire, motors, auger.
8. Reach - extending hands and arms to heights, distances to service; repair machinery, supplies.
9. Sight - clarity of vision to pass driver's license test, and adequate vision to distinguish objects, relative space, and distance.
10. Sit - rest on haunches to service; bench work, service floor drains, working under mowers, etc.
11. Stand/Stoop - to reach desired heights to repair/service equipment, obtaining tools, equipment, and diagnostics.
12. Hear - for testing equipment, safety, taking orders, diagnostics.
13. Talk - convey messages, instructions, carry discussions.
14. Walk - distance of 100 yds. or more to line ball fields, through obstructed areas, basements, etc.
15. Driving - operating a vehicle, tractor, and mower.
16. Writing - comprehensive writing for logs, work orders, documentation.

PERFORMANCE RESPONSIBILITIES:

1. Assumes the responsibility of work assignments under the supervision of the Operations Supervisor, through the Maintenance Supervisor or designee.
2. Responsible for the overall operation and control, trouble shooting, repair, and software programming of a Computerized Energy Management System, electronic/pneumatic controls and components, and all associated heating, ventilation, and air condition controls equipment throughout the school district.
3. Inspects and examines all district Computerized Energy Management System Networks, services, and equipment on a regular basis to develop a quality preventative maintenance program.
4. Instruct Boiler Operator, Assistant Boiler Operator, and all new personnel on safety and general operation of the Energy Management Systems and associated components district wide.
5. Maintain record keeping on all Energy Management System Operations, repairs, parts, inventory, and maintenance performed district wide.
6. Reports major repairs needed promptly to the Maintenance Supervisor and the Operations Supervisor.
7. Accompany and assist outside contractors as needed.

8. Responsible for the upkeep and monitoring of the district utility bills, recommend and educate district personnel on energy efficient means/methods of conserving energy.
9. Responsible for any assigned school vehicles/equipment, their upkeep and maintenance.
10. Assumes the responsibility for the opening, closing and securing of the district's schools and related facilities.
11. Reports on quality of supplies and equipment, when inferior shall report immediately to the Maintenance Supervisor.
12. Responsible to obtain any prescribed license/certifications pertaining to this position within six (6) months of implementation and/or date of hire. Once obtained these licenses/certifications shall be maintained.
13. Responsible to perform all preventive maintenance tasks as assigned by the Operations Supervisor through the Maintenance Supervisor.
14. Responsible to fill out and maintains logs, maintenance work logs, PM records, etc., as directed.
15. Assumes the responsibility to follow safety regulations, wear personal protective equipment, and perform all work in as safe a manner as possible.
16. Perform all related work and all tasks assigned by the Operations Supervisor, through the Maintenance Supervisor as deemed necessary for the operation of the school district.
17. Be familiar with basic computer operation.