

ENERGY EDUCATION SPECIALIST

GENERAL STATEMENT:

The Energy Education Specialist works to establish accountability for energy consumption at every level in the organization and is responsible for developing and monitoring the organization's energy management program under board-approved Policy & Guidelines, for the purpose of reducing utility consumption.

Basic areas of responsibility include: administration and record keeping, accountability, reporting, program implementation, promoting organization employee involvement, and validating energy management system compliance to the organization's energy policy and guidelines.

Must have an independent work ethic, good judgment capabilities, have the ability to maintain positive public relations, and must be persuasive. Must be computer literate, be able to interpret technical data, and demonstrate an ability to communicate with technical and non-technical individuals.

Shall sign a confidentiality and non-compete agreement with Energy Education and shall agree to a description of duties that specifies requirements for the position and aspects of the implementation plan.

REPORTS TO:

Assistant Vice President of Facilities Management

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Independent work ethic. May require supervisory responsibility. Exercise of good judgment in implementation of policy. Ability to maintain favorable public relations. Ability to analyze and interpret technical data and communicate it to non-technical individuals. Persuasive. Strong communication skills. Large measure of diplomacy.

OTHER:

None

ENERGY EDUCATION SPECIALIST

DUTIES AND RESPONSIBILITIES:

- Establish a program to promote energy conservation through positive feedback to all levels of the organization and involve all personnel in taking ownership for success of program.
- Coordinate with internal and external PR support to utilize all media opportunities to promote successes of the Organization's energy management program.
- Serve as organization representative at management-level meetings, seminars and conferences relating to energy use and conservation.
- Advise, assist and make recommendations to the Assistant Vice President of Facilities Management on alternate energy sources, consumption and general energy conservation measures.
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
- Prepare energy requirement estimates and budget allotments for all organization facilities and develop procedures for efficient utilization of energy sources.
- Maintain all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the organization.
- Report directly to a superior at least once monthly as to status of the organization's energy consumption.
- Report quarterly to the Board Members on status and success of program.
- Provide regular communication with principals and custodial staffs, as to status of "their buildings" energy consumption.
- Report to the director of buildings and grounds and safety hazards observed.
- Conduct regular "walk-through" audits of all the organization's facilities to insure operating efficiency, optimum educational environment, and compliance with organization's energy policy.
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- Responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the organization.
- Organize program wherein building principal or custodian reads all meters on same days as utility companies.
- Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
- Insure that the organization is on proper utility rate schedule and is receiving correct billing.
- Insure organization participation in any rebate program offered.
- Coordinate with the maintenance director, installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
- Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.

ENERGY EDUCATION SPECIALIST

- Work with the building and maintenance personnel on proper operation of the systems and equipment. Attend all scheduled in-services on the energy management system.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Work is performed in an office (20%) and in the field (80%).
- Commitment to irregular hours (night, weekend, holiday and summer audits).
- Must be able to climb, bend, stoop, and reach.
- Must be able to walk and stand for long periods.
- Working in confined spaces is sometimes required.
- Must be able to push, pull or lift at least 25 pounds.
- Must be able to read various forms of written materials and must be able to recognize different signs and symbols.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 07/22/09 Revised:

JD427