

Energy Systems Manager

Classified Position - 7421

<u>Salary</u> Per MAO	<u>Days</u> 225	<u>Reports to:</u> Assistant Superintendent
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SCOPE OF RESPONSIBILITIES

Assure the development, installation and maintenance of an energy management system and comfort control for the District

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Supervise, inspect and verify acceptance of the Energy Management System and controls by contractors
2. Develop software and programs to be used in the Energy Management and Security System
3. Test and approve program changes, computers and components parts associated with the Energy Management and Security System
4. Develop and test programs and equipment for interfacing computer hardware and software of the Energy Management System with existing comfort controls
5. Consult with Principals and Building Managers to answer concerns with the Energy Management and Security System
6. Train, supervise, evaluate and coordinate activities of personnel in the maintenance, repair, installation and calibration of the Energy Management computers and temperature control systems
7. Assign, review and inspect work in progress and completed by assigned personnel
8. Prepare and coordinate purchasing, specifications and recommendations for equipment used with the Energy Management and Security System and Comfort Controls
9. Maintains regular and predictable attendance
10. Adheres to the professional code of ethics
11. Successfully utilizes technology as appropriate in job function
12. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Health and safety regulations
- Computers, programming and HVAC systems
- District organization, operations, policies and objectives
- Principles and practices of administration, supervision and training
- Budget preparation and control
- Technical aspects of field of specialty
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and data entry techniques
- Oral and written communication skills
- Record-keeping techniques

ABILITY TO:

- Assure the development, installation and maintenance of an energy management system and comfort control for the District
- Train, supervise and evaluate personnel
- Prioritize and schedule work
- Work independently with little direction
- Communicate effectively both orally and in writing
- Maintain records and prepare reports
- Establish and maintain cooperative and effective working relationships with others
- Perform heavy physical labor

- Observe legal and defensive driving practices

MINIMUM QUALIFICATIONS

- Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law supplemented by two years technical school in electronics or heating and air conditioning
- Four years' experience in Electronics or HVAC