



# MANAGER – ENERGY & RESOURCE CONSERVATION

## SUMMARY/SCOPE/GOAL

Manage all aspects of the energy and utilities programs of the School District.

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## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High school diploma or equivalent with seven (7) years experience in HVAC/R design and construction, facilities energy management, building automations systems and programming panel controls as related to HVAC systems or related field or.
- Associates degree with 5 years field experience in HVAC/R design and construction, facilities energy management, building automation systems and programming panel controls as related to HVAC systems or related field.

**Deleted:** Bachelor's degree in Mechanical Engineering, Energy Management, or related field from an accredited educational institution required.

**Deleted:** <#>Five (5) years' experience in HVAC/R design and construction, facilities energy management, or related field. ¶  
Three (3) years' supervisory experience within the above experience.

#### PREFERRED/DESIRED:

- Bachelor's degree in Mechanical Engineering, Energy Management, or related field from an accredited educational institution required with 3 years field experience in HVAC/R design and construction, facilities energy management, building automation systems and programming panel controls as related to HVAC systems or related field.

**Deleted:** Registered as a Professional Engineer preferred.

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid Florida Driver's license.

**Deleted:** Certified Energy Manager certification required within one year of employment.

#### PREFERRED/DESIRED:

- Energy Manager Certification (Association of Energy Engineers)
- Licensed Professional Engineer

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## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Manage, develop, research and implement District-wide energy and water conservation programs.
2. Analyze, investigate and test new energy and water conservation concepts and products.
3. Effectively communicate energy and resource conservation programs, goals, and results to site administrators and general public in writing, in oral presentation, and on the District website as applicable.
4. Working with Budget, assist in preparing fiscal year-end utility cost projections and estimating utility costs for future fiscal years.
5. Serve as a technical advisor to the Facilities Services staff.
6. Prepare performance specifications for electrical, mechanical, and energy conservations projects.
7. Prepare and interpret School Board standards applicable to HVAC and Building Automation Systems (BAS).

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Establish utility consumption targets District-wide and for individual facilities.

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8. Review construction, renovation, or remodeling project plans and specifications to assure compliance with School Board design standards and applicable laws, rules, and regulations applicable to HVAC and BAS.
9. Advise department and administrative staff as necessary to achieve energy and HVAC program goals.
10. Perform all tasks of a technical nature related to the inspection, testing and diagnosing of equipment, accessories, controls systems and other associated electrical/electronic and mechanical systems.
11. Perform all tasks of monitoring and controlling the environment of the building automation system; i.e., Data Base, Editing, Graphics, Network, Point, Time of Day and Trend.
12. Coordinate and schedule different trades for the purpose of maintaining future building automation systems.
13. Work with maintenance control repair staff on highly complex electronic/electrical and mechanical problems.
14. Work with HVAC staff to develop a HVAC projects and preventative maintenance programs.
15. Operate independently and plan work day to include frequent travel to schools and work after hours and weekends, if needed.
16. Work with BPS project managers to ensure new HVAC and BAS projects meet BPS requirements and function as specified.

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Supervise
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### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

Extensive knowledge and experience in electrical, mechanical (HVAC), and ability to apply knowledge in problem-solving situations. Ability to read and interpret technical drawings and specifications. Ability to analyze problems and opportunities, prepare reports and recommendation. Ability to present in both written and oral form. Ability to work with engineers, contractors, and vendors to provide technical expertise in project development and construction. Ability to handle and prioritize multiple tasks and work in independently. Knowledge of state laws, rules and regulations applicable to design, construction, maintenance, and operation of mechanical, HVAC and electrical systems. Knowledge of state laws, rules and regulations applicable to educational facilities. Ability to program and operate software designed to control building management systems. Ability to use diagnostic equipment to troubleshoot HVAC systems and determine required corrective measures. Ability to use word-processing, spreadsheet, database and HVAC control and energy analysis software to research and analyze potential energy-saving programs. Knowledge of Computerized Maintenance Management Systems (CMMS) language and the operation of the software.

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#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to

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use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

**EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites occasionally. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Facilities Services	<b>DEPARTMENT:</b>	Facilities Services
<b>TITLE CODE:</b>	C2330	<b>CONTENT BY:</b>	Associate Superintendent – Facility Services
<b>GRADE:</b>	25	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Jim Hickey
<b>LAST BOARD APVD:</b>	5/26/15	<b>CLASSIFICATION:</b>	Debra Pace

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/7/2015	Developed	Assoc. Superintendent – Facilities Services
1.1	12/01/2020	Revised: New Format	Ellie Kelly – HR
<u>2.0</u>	<u>2/24/2021</u>	<u>Revised: Scope, Qualifications, Functions &amp; Knowledge</u>	<u>Teri Novelli – Plant Operations &amp; Maintenance</u>

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance

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*requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*