



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **ENERGY EDUCATION SPECIALIST**

QUALIFICATIONS:

1. A minimum of a high school diploma plus three (3) years related experience.
2. Shall possess a valid New Jersey Driver's License
3. Advanced computer literacy skills including: energy management software, spreadsheets, databases and word processing.
4. Prior energy management and/or energy specialist experience in a school environment is preferred.
5. Strong organizational skills including: file management, calculator use, statistical compilation, analytical evaluation and the ability to compose correspondence.
6. Strong interpersonal and communications skills.
7. Ability to work under and adhere to deadlines.
8. Shall maintain a level of confidentiality.
9. Required criminal history background check and proof of US citizenship or legal resident alien

REPORTS TO: The Business Administrator and/or his or her designee.

SUPERVISES: Supervises support staff as requested.

JOB GOAL: The goal of this position is to reduce the district's overall energy consumption by a significant amount.

PERFORMANCE RESPONSIBILITIES:

1. Directly responsible to the Business Administrator and/or his or her designee.
2. Shall be employed on a twelve (12) month basis.
3. Shall establish a program to promote energy conservation throughout the district that includes administrators, staff, students and parents.
4. Coordinate with internal PR support to utilize all available media opportunities to promote successes.
5. Serve as a district representative at meetings, seminars and conferences related to energy use and conservation.
6. Advise, assist and make recommendations to the Business Administrator and Director of Buildings & Grounds regarding alternate energy sources, consumption and general energy conservation measures.
7. Develop and maintain contact with federal and state agencies regarding state and national energy trends.
8. Provide input for capital improvement projects and equipment procurement as they relate to energy consumption.
9. Prepare energy allocation estimates for budgetary purposes.
10. Maintain all energy and water consumption records and data via district provided software.
11. Report directly to the Business Administrator and/or his or her designee at least once per month as to the status of the district's energy consumption and the progress and success of energy reductions.
12. Prepare an annual report that indicates the district's overall energy reduction, how the reductions were achieved and be able to effectively communicate this information to the school district and community.
13. Immediately report any safety hazards to the Director of Buildings & Grounds.
14. Conduct regular "walk-through" audits, at varying times and shifts, of all district facilities to ensure operating efficiency, an optimal educational environment and compliance with school district policies and procedures.

15. Coordinate usage of facilities to ensure proper space utilization consistent with energy conservation.
16. Create and implement weekday, weekend, holiday and summer shutdown and/or setback schedules for all district facilities and HVAC equipment.
17. Implement procedures for reading all meters the same day as utility companies.
18. Ensure that the district is on the correct utility rate schedule with suppliers.
19. Ensure participation in any available rebate programs that may be offered.
20. Coordinate with the Director of Buildings & Grounds, and/or his or her designee, the installation, repair or upgrade of energy management systems including software, hardware and system components.
21. Assist with the updating of energy management and utility software as needed and/or required.
22. Work with and inform building maintenance staff regarding the proper operation of systems and equipment.
23. When requested, attend all scheduled in-service training on energy management systems.
24. Shall maintain a strong work ethic and be able to work well independently.
25. Shall maintain in good condition all building blueprints and associated construction documents in his or her possession.
26. Participate in the process of procuring energy through consortiums, cooperatives and energy auctions.
27. Shall perform the duties of a Foreman, including supervision of support staff, at the direction of the Director of Buildings & Grounds.
28. Shall perform any related duties as directed by the Business Administrator, Director of Buildings & Grounds, the Superintendent of Schools or their designee.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

1. Work is performed in an office environment (20%) and in the field (80%).
2. Commitment to irregular hours including night, weekend and holiday.
3. Must be able to climb, bend, stoop and reach.

4. Must be able to walk and stand for extended periods of time.
5. Working in confined spaces may be required infrequently.
6. Must be able to push, pull or lift at least 25 pounds.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda DATE: April 26, 2016

REVISED: _____