ENERGY MANAGEMENT SYSTEMS COORDINATOR

Purpose Statement
The job of Energy Management Systems Coordinator was established for the purpose/s of optimizing and balancing the District's use of energy and energy related resources. This is accomplished by interfacing with all levels of personnel, educating staff and students to promote energy conservation; operating the District's Energy Management System (EMS); representing the District in securing the best value for energy supply resources; interfacing with other energy services personnel and contractors in supporting the energy conservation objectives of WCS; establishing and supporting a district wide conservation program.

SCOPE: The Energy Management Systems Coordinator designs, modifies, programs, tests, and debugs the Energy Management System (EMS) software and hardware; analyzes requests for service and reported problems with heating, ventilation, air conditioning, and exterior/interior lighting; and monitors the EMS to ensure efficient operations.

This job reports to Maintenance Director

Essential Functions

- Analyzes and monitors utility billings for the purpose of developing baselines to quantify energy impacts and recommending methods of cost containment.

- Assists with writing specifications for adadditional energy management or energy related services for the purpose of preparing for changes resulting from the electric energy restructuring.

- Collaborates with utility companies, acting as point of contact for all issues related to the energy consumption of the district for the purpose of gathering information to compare pricing structure, etc. and in order to acquire and analyze district utility bills for accuracy, trends, and opportunities.

- Coordinates or provides training and education for WCS HVAC personnel, other WCS employees and students for the purpose of educating about the installed Energy Management Systems (EMS) and energy related topics.

- Develops, establishes, and implements policies, plans and programs (e.g. District energy policy, energy management plans at district and school level, energy efficiency goals, etc.) for the purpose of reducing energy consumption and achieving strategic goals.

- Identifies additional opportunities (e.g. Participates in the capital planning process to infuse sustainable design measures in future new construction projects. Develops capital and repair projects for energy savings that have a reasonable return of investment.) for the purpose of making cost effective energy saving retrofits.

- Identifies equipment that needs attention for replacement or preventative and predictive maintenance and opportunities for new technologies and Energy Star Certification for the purpose of ensuring that energy efficient equipment is installed in new construction and renovation projects and current equipment and buildings are energy efficient.

- Maintains a variety of organized files, records, and utility information, including IAQ records in sufficient detail for the purpose of facilitating rapid answers to consumption related questions for maintenance and other district personnel; and preparing reports for the Maintenance Director and supporting any challenge to the District's IAQ and/or HVAC maintenance programs.

- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.

- Manages all aspects of the Energy Management Systems (EMS) (e.g. designs, troubleshoots) for the purpose of receiving notification of and performing all schedule changes; receiving and validating EMS alarms and generating work orders for action by HVAC maintenance technicians; optimize operating sequences for energy savings; reviews historical EMS trends for control of HVAC failures; field tests control points to verify on-going proper operation.
• Participates in the commissioning of new and renovated facilities for the purpose of ensuring the HVAC systems are installed and operating correctly and as designed.

• Prepares written materials (e.g. repair status, reports, activity logs, etc.) for the purpose of documenting activities and/or conveying information.

• Programs each school and district facility for the purpose of minimizing run time of energy consuming equipment, ensuring indoor air quality is met and HVAC needs are met.

• Responds to calls 24/7, diagnoses and troubleshoots causes of problems and/or failures in energy systems (e.g. heating, ventilation, air conditioning and lighting) for the purpose of resolving the problems via the energy management system or identifying appropriate staff and equipment and/or systems repair and/or replacement needs.

• Reviews calibration of energy management equipment for the purpose of ensuring that it is working to specifications.

• Serves as the WCS expert on Indoor Air Quality (IAQ) for the purpose of providing information and advising on current IAQ rules and regulations, record-keeping of IAQ issues and the EPA’s Tools for Schools survey methods for IAQ investigations.

• Verifies set point change for the purpose of maintaining acceptable environmental environmental conditions or district specified set points in all classrooms and other public spaces.

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in the maintenance and repair of energy systems; planning and managing projects; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Has considerable knowledge of the principles and thermodynamic characteristics of all types of HVAC equipment. Has understanding of typical maintenance practice for such equipment. Knows how to keep abreast of changes in technology, or in the application of existing technologies, as they pertain to energy efficiency or energy cost reduction. Requires the ability to perform energy cost savings calculation of such items as chillers, boilers, air handling systems, electric motors, lighting systems, pumps and control strategies related to all of the above.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; and working under time constraints. Ability is required to convey or exchange technical informal, maintain an open line of communication with state and local government and utility personnel, elected officials, and all WCS staff. Includes the ability to effectively interface with administrators, teachers and parents in dealing with HVAC and IAQ concerns. Tact and diplomacy are required. Flexibility is required to deal with after hours issues, performing under moderate stress.

Responsibilities

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.
Working Environment
The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in some varying atmospheric conditions.

Experience  
Job related experience is required.

Education  
Bachelors degree in job related area.

Equivalency  
4 year technical degree or 2 year technical degree with commensurate experience; Multi-site maintenance experience, experience with hydronic loop heat-pumps, and experience with Novar control systems is required.

Required Testing  
Alcohol and Drug Test

Certificates & Licenses  
Certified Energy Manager (CEM) certification or ability to be certified is desirable

Continuing Educ. / Training  
None Specified

Clearances  
Criminal Justice Fingerprint/Background Clearance

FLSA Status  
Exempt

Approval Date

Salary Grade