

ENERGY MANAGER

JOB DESCRIPTION

METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

PURPOSE: To monitor and coordinate the District's energy management program with a focus on ensuring efficient energy management districtwide.

PERFORMANCE RESPONSIBILITIES:

1. Advises, assists, and makes recommendations to the Superintendent or designee on alternate energy sources, consumption, and general energy conservation measures.
2. Serves as district representative at management-level meetings, seminars, and conferences relating to energy use and conservation.
3. Provides input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
4. Maintains all energy and water consumption records and data. Maintains records of federal energy conservation grants received by the district.
5. Regularly communicates with principals and custodial staffs as to status of their buildings' energy consumption.
6. Reports any safety hazards to the Director of Operations.
7. Conducts regular "walk-through" audits of all the district's facilities to ensure operating efficiency, optimum educational environment and compliance with district's energy policy.
8. Coordinates usage of facilities and insures proper space utilization consistent with energy conservation.
9. Implements weekday, weekend, holiday, and summer shutdown procedures for every building in the district.
10. Implements night setback program for every building on weeknights, weekends, holidays, and summer recess.
11. Designs and maintains programming for computerized energy management system to ensure operating efficiency. Updates programs as necessary.
12. Instructs building and maintenance personnel on proper operation of the systems and equipment.
13. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised August 2016.