

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM ADMINISTRATOR III – ENERGY / HVAC MAINTENANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under occasional supervision, ensures that all utilities including electricity, natural gas, and water, are properly and efficiently utilized by facilities within the school system. This position is responsible for ensuring that the District's HVAC equipment is operating at peak efficient and economical levels. This position will be responsible for the District's HVAC control and energy tracking computer system in order to accomplish this objective. Works closely with HVAC Department and external vendors to track energy usage and environmental controls and provides strong leadership. Manages the utility budget, develops and negotiates contracts and energy conservation initiatives. In conjunction with the Health and Safety Program Administrator, monitors and maintains proper air quality levels within all facilities; assist with determining air quality and health risk impacts of emissions caused by energy use and produces documentation of these activities to support compliance with Federal, State, and Local Environmental agencies. Acts upon utility regulatory issues. Reports to the Director of Maintenance.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Supervision and evaluation of Technical Trade Shops (HVAC, Refrigeration, Electrical, Plumbing)

Ability to maintain, manage and prepare reports and records

Assume responsibility for compiling, maintaining, and filing all energy reports, billings, and other documents required

Coordinates with the Energy Engineer and provides regular reports as to the overall effectiveness of the energy management program

Ability to analyze utility reports to identify energy or cost saving opportunities

Proficiency in energy cost calculations required

Compile utility budgets and energy conservation measure cost estimates based upon documented program needs

## **PROGRAM ADMINISTRATOR III – ENERGY / HVAC**

Proficiency in energy management related software

Ability to utilize energy management control systems efficiently and train and direct technicians in the proper operation and utilization of systems

Knowledge and understanding of “Deregulated Energy” and the ability to direct the purchase of energy from alternate sources

Experience in a campus environment or multi-building complex

Thorough knowledge of automatic control systems for buildings including remote building monitoring and operation

Knowledge of HVAC, electrical and plumbing systems and the processes of efficient energy

Project manager for small HVAC projects

Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of energy conservation

Knowledge of OSHA regulations

Recommend sound policies directed toward energy conservation

Develop long range plans for implementing innovations

Ensure that energy management operations are supportive of the instructional goals of the district

Demonstrate support for the district’s student management policies and expected student behavior related to energy management and safety programs

Articulate the district’s mission and goals in the area of energy management to the community and solicit its support in realizing the mission

Demonstrate awareness of district-community needs and initiate activities to meet those identified need

Demonstrate the use of appropriate and effective techniques for community and staff involvement

Maintain liaison with the Maintenance/Operations department and Principals and their staffs in order to provide optimum facility comfort while reducing energy consumption levels

## **PROGRAM ADMINISTRATOR III – ENERGY / HVAC**

Assist maintenance managers in evaluating HVAC and energy equipment maintenance staff to ensure effectiveness

Develop training options and/or improvement plans to ensure the best operation in the area of HVAC and energy equipment maintenance

Maintain, in conjunction with the District's Facilities Use Sections, a continuous activity schedule for all buildings in order to coordinate efficient usage

Utilize consultants when necessary to identify energy conservation measures

Ability to develop and administer construction contracts and other service agreements

Identify equipment for retrofits

Maintain liaison with equipment suppliers in order to conduct bidding process for equipment upgrades and retrofits

Monitor all facilities design and construction activities as relates to energy management  
Review and recommend maintenance supply and equipment purchases to ensure energy efficient replacements are being specified

Review and negotiate energy purchase agreements and make recommendations regarding energy fuel selection

Assists in development and enforcement of the Maintenance Employee Handbook

### **MINIMUM TRAINING AND EXPERIENCE**

**Minimum Education/Certification:** Bachelor's degree in mechanical engineering, engineering technology, business or related field with emphasis on facilities management. Professional designation of Certified Energy Manager (CEM), preferred with two years experience in energy management, mechanical systems design, construction and/or maintenance, or a closely related field or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Special Requirement:** Knowledge of energy management program development. Knowledge of HVAC, plumbing, and lighting systems. Ability to manage budget and personnel. Strong organizational, communication, and interpersonal skills.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

## PROGRAM ADMINISTRATOR III – ENERGY / HVAC

**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery including computers, calculators, projectors, videocassette recorders, cameras, overhead projectors, copiers etc. Must be able to exert up to 25 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to push, pull, and carry or otherwise move objects. Physical demand requirements are for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

**Language Ability:** Requires the ability to read correspondence, reports, forms, inspection notices, invoices, purchase orders, logs, diagrams, etc. Requires the ability to prepare activity correspondence, reports, forms, programs, charts, graphs, appraisals, purchase orders, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including occupational health and environmental terminology.

**Numerical Aptitude:** Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; to utilize decimals and percentages; and apply the theories of algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

## **PROGRAM ADMINISTRATOR III – ENERGY / HVAC**

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **DISCLAIMER**

The preceding job 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 to this job.