

## **Energy Conservation/Sustainability Manager**

---

### **Purpose Statement**

Under the direction of the Assistant Superintendent CBO and the Director of Facilities Maintenance and Operations, plans, organizes, coordinates, and implements the District's energy conservation and sustainability initiatives; oversees the development and implementation of the TTUSD Energy Conservation Guidelines, and tracking of energy conservation and sustainability goals; researches and recommends energy conservation and sustainability improvements and project opportunities; develops and implements a proactive communications strategy to inform and educate TTUSD staff about energy conservation and sustainability efforts and opportunities.

### **Essential Functions**

This position has responsibility for coordination of the energy and sustainability programs for the entire District. TTUSD seeks to achieve significant energy, cost, and resource savings while minimizing environmental impact through reducing the District's energy use, carbon footprint, and greenhouse gas emissions.

This position will play a key role in advising the District on how to create and implement strategies to reduce costs and emissions in its operations and capital program. He/she will also lead the District's efforts in promoting sustainability with a focus on energy use and procurement, renewable energy, building practices, operations, and modifying user behaviors. This position will also work closely with District budget officials to track utility costs.

This position will evaluate the building controls and energy meters at each site to ensure the performance of building energy systems, thus allowing the District to make real-time adjustments to save energy and costs and identify longer-term capital needs. Monitoring of this system and implementation of strategies based on site performances and weather will be a major role for this position.

### **Responsibilities include but are not limited to:**

- Develop a set of guidelines to reduce the District's energy costs, working in collaboration with departments and site constituencies.
- Participate and coordinate the District's efforts to promote sustainability through waste reduction, recycling, energy conservation, green building practices, purchasing policies, and community education, outreach and awareness.
- Recommend a program of capital and management improvements to reduce cost and environmental impact, including a mixture of operational and capital investment activities.
- Develop capital budget priorities, based on performance analysis, anticipated energy savings, and return on investment. Manages all budgets and savings. Recommends utilization of funds.
- Compile, maintain, and analyze data and report on energy use, energy conservation measures, and other efforts as required, through the building management system (BMS) and other sources.
- In conjunction with the maintenance department and BMS provider, monitor and manipulate the BMS to optimize performance of each building and site. This includes trending, scheduling, system performance monitoring, and scheduling maintenance. Evaluate site performance and conduct commissioning or retro commissioning when necessary.
- Augment the district standards for sustainable practices in new construction and renovation projects.
- Establish energy usage baseline and set clear goals towards energy conservation (gas, electricity, water, disposal, and all) on an annual basis.
- Seeks grant opportunities for sustainability programs and projects.
- Work with state and other officials, such as California High Performance Schools, Coalition for Adequate School Housing, Energy Star, Department of Energy, California Energy Commission, local utility companies, and the like, to keep the District aware of best practices, funding, and rebate opportunities.

- Employ effective interpersonal skills; take initiative to develop needed professional skills to succeed in carrying out job assignments including but not limited to independent research, trade journals, webinars, and conferences.

### **Other Functions**

#### **Miscellaneous District Facilities Projects:**

Oversee District's energy/sustainability projects of various sizes from time of assignment through completion. These projects may involve coordination of Facility Department, District maintenance, subcontractors, consultants, and/or material suppliers. Must be capable of overseeing multiple projects at one time.

### **Job Requirements & Skills**

#### **Skills**

Skills are required to perform multiple, technical tasks with a need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and; communicating with diverse groups; operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records. Effectively use (or have the ability to learn) software such as Google, Microsoft Word, Excel, and web-based data management systems. Proofreading, collecting, tabulating, and evaluating data, necessary mathematical calculations, data entry. Ability to assist with usual routines and practices associated with a busy, productive office/department. Must have strong communication and organizational skills. Must have the ability to problem-solve in complex situations.

#### **Knowledge**

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge is required to satisfactorily perform the functions of the job including business telephone etiquette and office methods and practices.

#### **Ability**

Ability is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, 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 limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Experience:**

2 years or more experience in energy and sustainability management.

**Education:**

Bachelor's Degree in related field preferred

**Clearances:**

DOJ/FBI Fingerprint Clearance  
TB Clearance

**Additional Qualifications**

Ability to travel to other sites/locations

**Supervision**

Ability to travel to other sites/locations

**Required Testing**

Successful Completion of Pre-Employment Process

**Continuing Education/ Training**

Training attendance at workshops as appropriate

**Salary Grade**

Classified Management Range 103

**Work Year**

227