



Fremont Unified School District

Classified Management Job Description

Energy Conservation Supervisor

Definition

The Energy Conservation Supervisor will report to the Director of Facilities, Maintenance, Operations and Transportation or designee. Under general direction to plan, organize and direct several Business Services programs, including energy conservation with the use of all district facilities; to serve on district committees as needed; and to perform other job-related duties as required.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- Coordinate all matters relating to energy conservation for the District.
- Conduct studies and recommend technical audits and the installation of energy conservation projects where these are proven to be cost effective.
- Identify and prepare applications for federal or state grants and incentive programs; provides follow-up and administration.
- Monitor and evaluate energy conservation methods both in-house, within other agencies, and new construction.
- Prepare specifications, evaluate bids, and administer programs.
- Develop a District-wide awareness and interest in energy conservation.
- Conduct in-service training programs on energy conservation.
- Maintain liaison with P.G. & E. and other agencies concerned with energy conservation.
- Conduct analyses of costs/feasibility and prepares comprehensive written reports; makes oral presentations.

Qualifications

Successful Experience in:

- Methods and techniques of energy conservation, federal/state laws, codes and regulations regarding energy conservation;
- Program and project management techniques;
- Laws, regulations and practices related to the use of school facilities related to energy conservation;
- Various regulations as they apply to school districts.

Ability to:

- Successfully manage a comprehensive program;
- Establish and maintain cooperative working relationships with administrators, employee groups, students and others;
- Conduct detailed analysis and prepare comprehensive reports;
- Understand and interpret laws, rules, regulations, and Board policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this classification, the incumbent is frequently required to stand; walk; crawl; crouch; kneel; sit; use hands to finger, handle, or feel;

reach with hands and arms; talk and hear. The employee may frequently lift and/or move up to 20 - 30 lbs. and occasionally lift and/or move up to 10 – 20 lbs as directed by the Director or designee.

Education: Desirable:
Equivalent to completion of a full four-year course of study leading to a Bachelor's Degree in an appropriate field.

Experience: Required:
Four years of increasingly responsible experience in energy conservation or a closely related field.

Licenses and certificates

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

U.S. Proof of Residency

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will be required to travel to various facilities within the District. The employee frequently works with a video display terminal for prolonged periods. The employee may be required to attend evening meetings, travel, and work evenings or weekends.

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

FLSA Status

Exempt

Approval Date

N: 05/14 R: 08/14

Salary Range

FSMA 6

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.