

LACEY TOWNSHIP SCHOOL DISTRICT**Part-Time Energy Specialist**

JOB TITLE: Part-Time Energy Specialist/District

REPORTS TO: School Business Administrator, or designee.

JOB GOAL: To establish accountability for energy consumption at every level in the District.

QUALIFICATIONS:

1. Graduation from an accredited College or University with a Bachelor's degree and 2-3 years' work experience Or Graduation from a standard senior high school or possession of a high school equivalency diploma with six (6) years' work experience.
2. Demonstrate analytical, organizational and problem-solving skills.
3. Must possess above average written and verbal communication skills.
4. Ability to exercise good judgment in implementation of policy.
5. Ability to promote District involvement and engagement to implement change.
6. Ability to conduct presentations in large and small groups.
7. Demonstrate ability to organize, prioritize and manage multiple tasks and concurrent projects.
8. Must possess above average experience with technology and personal computer operations including.
9. Microsoft Office products with strong emphasis in Excel, smartphone applications and handheld tablets.
10. Must Commit to irregular hours (nights, weekends, early mornings, holidays and summer).
11. Must maintain a valid driver's license and the ability to drive to District locations.
12. Ability to stand; walk; use hands to manipulate, handle, or operate objects, tools or controls; and reach with hands and arms; occasionally sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; occasionally lift or move objects up to 10 pounds.
13. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

RESPONSIBILITIES:

1. Identify energy consumption, analyze data and make recommendations to District leadership regarding consumption and general energy conservation measures.
2. Utilize the latest in technology relating to energy consumption, utility usage and EMS data.
3. Perform on-site audits.
4. Manage and maintain all utility consumption data and ensure savings measurements are accurate.

5. The Energy Specialist will meet with the District's Program Liaison at least once monthly to report the status of the District's energy program.
6. Coordinate with internal and external Public Relations groups to utilize all media and communication opportunities that promote the District's energy management program successes.
7. Report quarterly to the Board or Governing body on status and success of the energy program.
8. Cultivate and maintain open communications with District leadership, facilities, maintenance and custodial staff.
9. Report to the Program Liaison any safety hazards observed.
10. Coordinate with the Facilities Manager regarding repairs of energy management systems (EMS).
11. Complete timely reports comparing your performance to the implementation plan.
12. Perform duties in outside weather conditions, near moving mechanical parts, in high, precarious places, and is occasionally exposed to wet and/or humid conditions or airborne particles.

PROFESSIONAL DEVELOPMENT

1. Complete any necessary training required for the position.

SCHOOL COMMUNITY/RELATIONS

1. Effectively communicate with District staff promptly to address any comfort issues.
2. Represent Cenergistic in the highest professional manner to the District.

OTHER ASSIGNED DUTIES

1. Performs all other tasks and assumes such other duties as designated by the School Business Administrator, or designee.

TERMS OF EMPLOYMENT: Part-Time; 12 month position; Pay to be determined by the Board of Education.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board of Education Policies for support staff.

Approved by: Lacey Township Board of Education

Date Approved: