

## Job Description

**Job Title:** Program Admin Engineering & Climate Control

**Position Code:** 5E03, EE03

**Job Classification:** Exempt

**Supervisor:** Executive Director, Plant Services

**Pay Grade:** 44

**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, implementing, operating and monitoring of the school division's energy management program by setting of goals and strategies to save energy, conducting energy audits of the school division's buildings, and providing technical assistance to administrators at the building and central administration level. Serves as the key advisor to the Executive Director of the Plant Services Department on energy matters. Position outlines energy saving goals; applies analytical and evaluation methods to conduct energy studies and provide equipment and operational recommendations; forecasts future energy costs; prepares reports on energy consumption and utility charges; and negotiates price structures with utility companies. Position also establishes energy optimization protocols and programs/operates an intranet-based energy management system.

### Essential Duties

1. Plans, organizes and implements the school division's energy management program, coordinating the energy awareness program, and the training of school division personnel.
2. Establishes utility usage benchmarks for each school/facility; and outlines energy savings targets and objectives.
3. Monitors energy usage against targets and benchmarks to identify school division facilities not meeting goals of the Energy Management Program.
4. Conduct site visits and performs technical energy studies and audits of facilities to identify energy savings opportunities.
5. Analyzes the infrastructure of the school division's facilities including electrical, mechanical, HVAC, control, water, wastewater, envelope, solid waste, irrigation and lighting systems; and recommends field improvement measures to equipment and components to minimize energy costs.
6. Assesses operational characteristics of division facilities; determines areas in which energy conservation measures are needed; and establishes optimization protocols for the operational schedule of the division's energy systems (i.e.: system shut-down, run schedules, and operation setback parameters).
7. Programs, operates, and maintains the division's intranet-based central building automation system to provide remote service to division facilities; develops and maintains building HVAC system operating schedules; reviews and edits control programs to change set points; and performs emergency restarts as necessary.
8. Performs detailed control systems diagnostics for integrity of system operation; and troubleshoots malfunctions.
9. Compiles regular energy reports on the division's utility costs and consumption; and prepares periodic energy management performance updates.
10. Evaluates historic and present energy consumption data; and applies forecasting and analytical techniques to calculate and project future energy costs for budgeting purposes.
11. Promotes a division-wide energy conservation program to increase awareness of energy use and abuse; and develops energy conservation education materials.
12. Advises the mechanical, electrical, and HVAC trades on the proper operation of energy control systems, energy conservation methods/procedures, and recommended field improvement measures. Develops training programs for personnel to provide the special skills and techniques required to maintain mechanical, electrical and HVAC equipment and control systems.
13. Reviews specifications and drawings for construction and renovation projects; coordinates mechanical/electrical design and evaluates major equipment changes in buildings; and participates in final on-site inspections to ensure consistency with the division's energy management program.
14. Maintains currency in local, state, and federal regulations pertaining to energy conservation; interprets applicable building and energy codes, regulations, and standards; and ensures that the division's energy management program is in compliance.
15. Maintains accurate and complete energy management program and fiscal records.

16. Negotiates price structures with utility company personnel and requests the installation/modification of utility services as needed.
17. Researches new and innovative technologies/methodologies within the energy industry; monitors state/national energy policy trends; and makes appropriate recommendations.
18. Maintains effective working relationships with vendors and contractors regarding technical support, warranty work, and system upgrades.
19. Models nondiscriminatory practices in all activities.
20. Promotes the participation of faculty, students, and staff in analyzing, monitoring, and assisting in the development and implementation of energy conservation measures.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Executive Director of Plant Services or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications**

Must possess a Bachelor's Degree with major coursework in mechanical engineering, electrical engineering, or a related field and some experience in energy management planning and analysis within a large, multi-facility environment to include experience in the operation, programming and troubleshooting of computer-based energy management systems and control systems; or equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Possession of Certification as an Energy Manager (CEM) by the Association of Energy Engineers preferred. Must possess the ability to plan, promote, implement and monitor the school division's energy management program. Must possess knowledge of building energy consuming systems, energy management methods and practical energy efficiency principles. Must possess knowledge of utility rate structuring; energy accounting and economics; and applicable building and energy codes, regulations and standards (i.e. ASHRAE, the Energy Policy Act, etc.). Must be able to conduct thorough energy audits; interpret/analyze energy data; forecast future energy costs; establish energy usage optimization protocols; and recommend field improvement measures/conservation practices. Must possess knowledge of computer-based energy management control and monitoring systems and must possess the skills and ability to program the systems and troubleshoot system malfunctions. Must possess excellent analytical, organizational and communication skills. Must be able to establish and maintain effective working relationships with school administrators, staff, vendors and utilities personnel. Must be able to communicate in the English language with others in individual or group setting in person or by telephone. Must be able to produce written documents in the English language reflecting clearly organized thoughts using proper sentence construction, punctuation, and grammar. Must possess a valid Driver's License with a good driving record.

### **Working Conditions & Physical Requirements**

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 30 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff – HVAC Control Specialist

**Supervision Received:** Executive Director of Plant Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Administrator for Engineering and Climate Control will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor

Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

---

Employee Name (Print)

Signature

Date

Revised 07/19 CR