

# WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

Model: EnergyEducation.com

**TITLE:** Energy Education Specialist

**EMPLOYEE CATEGORY:** 3/Classified Personnel

**QUALIFICATIONS:**

1. Bachelor's Degree or higher from an accredited or approved Institution.
2. Experience facilitating/coaching activities for diverse groups toward goal accomplishment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have knowledge, skills and abilities in the following areas: administration and record-keeping, accountability, reporting, program implementation, promoting district employee involvement and validating energy management system compliance. Must also have an independent work ethic, good judgment capabilities, positive public relations, strong communication skills, large measure of diplomacy and persuasiveness. Must also be computer literate; be able to interpret technical data, and the ability to communicate with technical and non-technical individuals.

**REPORTS TO:** Executive Director of Facilities and Maintenance

**JOB GOAL**

To establish accountability for energy consumption at every level in the district. To develop and monitor the district's energy management program under Board-approved Policy & Guidelines, for the purpose of reducing utility consumption.

**SUPERVISES:** Staff as assigned

**PERFORMANCE RESPONSIBILITIES:**

Publicity and Organization Involvement:

1. Establish a program to promote energy conservation through positive feedback to all levels of the District and involve all personnel in taking ownership for success of program.
2. Coordinate with internal and external PR support to utilize all media opportunities to promote success of the District's energy management program.

Administration and Record Keeping:

3. Serve as the District's representative at management-level meetings, seminars and conferences relating to energy use and conservation.
4. Advise, assist and make recommendations to the Administration on alternate energy sources, consumption and general energy conservation measures.
5. Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
6. Provide input on contractual support activities related to energy management and the purchase of any products that affect energy consumption.
7. Prepare energy requirement estimates and budget allotments for facilities and develop procedures for efficient utilization of energy sources.
8. Maintain all energy and water consumption records and data. Maintain records of

federal energy conservation grants received by the District.

Accountability and Reporting:

9. Report directly to a superior at least monthly as to status of the District's energy consumption.
10. Report quarterly to the Administration on status and success of the energy program.
11. Provide regular communication with principals and custodial staffs as to status of their buildings' energy consumption.
12. Report to Safety and Risk Coordinator any safety hazards observed.

Implementation and Compliance:

13. Conduct regular "walk through" audits of District facilities to insure operating efficiency, optimum education environment and compliance with District's energy policy.
14. Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
15. Take responsibility for the implementation of weekday, weekend, holiday and summer shutdown checklists for every building in the District.
16. Insure building principal or custodian reads all meters on same days as utility companies.
17. Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
18. Insure that the District is on proper utility rate schedule and is receiving correct billing.
19. Insure District participate in any rebate program offered.

Energy Management Systems:

20. Coordinate with the Facilities and Maintenance Director the installation and/or repairs of energy management systems. Maintain wiring and installing diagrams of the system.
21. Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
22. Work with building and maintenance personnel on proper operation of the systems and equipment. Attend all scheduled in-services on the energy management system.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in an office (20%) and in the field (80%).
- Commitment to irregular hours (night, weekend, holiday and summer audits).
- Must be able to climb, bend, stoop and reach.
- Must be able to walk and stand for long periods.
- Working in confined spaces is sometimes required.
- Must be able to push, pull and lift at least 25 pounds.
- Must be able to read various forms of written materials and must be able to recognize different signs and symbols.

**TERMS OF EMPLOYMENT:** 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:** Annually by designated administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**POSITION CODE:** 79012 [per Florida Job Code Direction]

**SALARY ITEM NUMBER:**

1-27d