



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

UTILITY AND SUSTAINABILITY COORDINATOR

A Classified Supervisory Position
Grade 191S – Salary Schedule 40

A. Who We Are

The San Mateo County Community College District is committed to achieving educational equity for all students. As outlined in the District's Strategic Plan, "success, equity, and social justice for our students are longstanding goals." The District's ["Students First" Strategic Plan](#) is focused on "Student Success, Equity and Social Justice." We provide students with a rich and dynamic learning experience that embraces differences -- emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

B. The College and the District

C. Who We Want

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

D. The Position

Under the direction of the Energy and Sustainability Manager, the Utility and Sustainability Coordinator will conduct professional work at the District action level. The Utility and Sustainability Coordinator identifies, assesses and implements improvements to utility (gas, electric, water, waste) and sustainability programs for the community college district; monitors and performs analytics and programming as needed for all utilities to include the energy and building management systems for optimization and development of energy conservation measures; coordinates all sustainability, utility, energy efficiency and renewable initiatives; coordinates facilities and capital program activities with other departments and performs other related work as required. Public contact is extensive, primarily involving department and outside staff, vendors, and contractors for the purpose of exchanging information pertaining to project assessment, procedures, materials, and timelines. A high degree of independent judgment and creativity is required to conduct

appropriate troubleshooting, basic commissioning, complete given assignments, and to resolve conflicts and challenges that arise. Consequences of errors in judgment can be costly in materials, public relations, and in employee time. The Utility and Sustainability Coordinator can direct the work of student assistants and other staff as assigned.

E. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Leads energy efficiency, conservation, and other utility management programs
2. Performs utility and energy analysis districtwide; defines and recommends energy conservation and sustainability interventions
3. Partners with Campus Facilities staff and others to address inefficiencies and oversee improvements related to building automation, monitoring, and predictive maintenance management systems
4. Safely performs energy and sustainability assessments districtwide in collaboration with appropriate stakeholder groups
5. Develops, supports and implements projects and programs that build awareness, drive action and prove results toward the District Sustainability Initiative Goals
6. Facilitates sustainability efforts through partnership and collaboration with internal and external stakeholders
7. Is a recognized leader in the District's Utility and Sustainability management practices and programs; initiates, improves and implements outreach, communications and awareness strategy on behalf of the sustainability team
8. Works with architects, engineers, builders, commissioning agents and other departments to institutionalize and enforce the District's design standards on energy efficiency and sustainability
9. Works directly with utility (gas, water, electric, waste) providers on issues of energy conservation, load reduction, waste reduction, recycling and sustainability and ensures all incentive programs are being pursued and maximized
10. Prepares utility, energy efficiency, renewable energy and management grant proposals
11. Prepares administrative, statistical, analytical and narrative reports as well as makes presentations and recommendations relating to energy efficiency, waste reduction and sustainability programs
12. Assists with preparation of budgets for utilities and energy operations
13. Assists with the development of rates which encourage energy efficiency and load management
14. Assists in the development and promotion of energy awareness, sustainability, and training programs for the college community
15. Serves and supports ad-hoc and formal committees, task forces and other groups for the purposes of promoting and delivering energy and sustainability program outcomes
16. Collaborates with and supports fellows and interns working on energy and sustainability projects.
17. Performs other related duties as assigned

F. Requirements

- A combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with major course work in mechanical or electrical engineering, computer science, energy management or a closely related field
- Two years of energy audit or energy management program development and administration experience, with at least one year of experience working with commercial/industrial/educational customers
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

G. Physical/Other Requirements

This classification requires sustained physical activity indoors and outdoors with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; working on elevated platforms; working in confined spaces; pushing, pulling, moving moderate to heavy objects; visual comparison; reading and comprehending written and oral instructions and directions; attention to detail; flexibility; adaptability; manual dexterity; operating electrical and mechanical equipment; good memory; standing for long periods; walking; interacting with individuals and small groups; possession of a valid California Driver's License and the ability to safely drive a motor vehicle in the performance of assigned tasks in order to perform the essential functions.

H. Knowledge, Skills & Abilities

1. Knowledge of the principles of energy, construction and utility management;
2. Knowledge of advanced practices and measures that would apply to commercial, industrial, residential and public customers; principles of heat and heat transfer; general industrial processes involving heating, cooling and process heat; construction and building lighting and HVAC systems; alternative energy sources; energy storage systems;
3. Knowledge of sustainability leadership and change management practices, methods and competencies
4. Knowledge of relevant Federal, State and local rules, regulations and codes related to energy conservation, climate action, sustainability and environmental management;
5. Knowledge of utility economics; analytical techniques used in economic analysis; energy auditing and management and energy equipment, products and services;
6. Knowledge of the safety procedures, terminology, equipment and supplies applicable to installation, maintenance and repair operations.
7. Knowledge of building operating principles, technologies and practices;
8. Skill in assessing conditions and standards of building and infrastructure systems, tools, vehicles and equipment, and completed work.
9. Skill in working cooperatively as part of a customer service team.
10. Skill in reading and comprehending complex instructions, blueprints and directions;
11. Skill in using a computer, telephone system, radio communication system, and standard office equipment to enter, modify and retrieve data.
12. Skill in setting up, maintaining, and evaluating detailed records, graphs, bar charts.
13. Ability to include, engage and communicate effectively both orally, digitally and in writing with myriad and diverse stakeholders
14. Ability to utilize independent judgment to perform technical and analytical studies of energy usage and electrical demand.
15. Ability to conduct energy and utility audits; interpret and apply regulations and standards related to cost saving, performance enhancing and other appropriate measures.

I. Preferred Qualifications

Certified Energy Manager, Engineer in Training and/or Leadership in Energy and Environmental Design (LEED) accreditation preferred. Energy use analysis experience preferred.