SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College ◆ College of San Mateo ◆ Skyline College

GENERIC POSITION DESCRIPTION

ENERGY AND SUSTAINABILITY MANAGER

A Classified Professional Position
Grade 190E – Salary Schedule 35

A. General Statement

Under the general direction of the Executive Director of Facilities Planning and Operations, the Energy and Sustainability Manager is responsible for Districtwide energy management and sustainability initiatives. The Energy and Sustainability Manager focuses on five key areas; 1) Sustainable Facilities Management and Operations; 2) Green Building and Sustainable Design Integration; 3) Energy and Utility Analysis and Reporting; 4) Communications and Outreach, and; 5) Program development, administration and oversight. A high degree of independent judgment and creativity is required to develop and implement complex initiatives with multiple stakeholders. Consequences of errors in judgment will be costly in loss of staff and student productivity, safe and comfortable working and learning environments and critical data to insure efficient operations, particularly in terms of energy and utility consumption. Public contact is extensive, with staff, colleagues and the community for the purpose of providing information, assistance, advice, and appropriate support. The Energy and Sustainability Manager can direct the work of student assistants, interns, and other staff as assigned. This position requires an individual with excellent scheduling abilities, the ability to utilize independent judgment to perform technical and analytical studies of energy usage and electrical demand; a customer-service driven work ethic, good communication and organizational skills, and the ability to remain focused with little or no direct supervision. Knowledge in development, implementation, use, and calibration of complex facility and energy management systems is a basic requirement for this position.

B. 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. Oversees the full life cycle (identification thru verification) of energy, sustainability, efficiency, conservation and other utility conservation and management efforts.
2. Supports Facilities Planning, Maintenance and Operations (FPMO) staff in developing and implementing operational improvement strategies.
3. Serves as the District's in-house technical expert and research analyst on utility services, energy consumption, resource reduction and renewable energy sources.
4. Advocates for District's sustainability initiatives and energy efficiency projects and goals during capital and operational project development and implementation.

5. Consults with architects, engineers, builders and other departments to incorporate the District's standards on energy efficiency and sustainability; Serves as an advisor on application and administration of sustainable design standards.
6. Works internally and externally to identify and procure professional services for energy and sustainability oriented efforts; insures alignment of District planning strategies and building program implementation.
7. Oversees development and implementation of technical specifications for resource conservation projects and programs; oversees conservation measures and facilitates project development; develops conceptual estimates of project costs, payback periods, and return on investment.
8. Assists in the proper management, maintenance and service of the District Energy Information System infrastructure and software systems, Electrical Vehicle Charging stations, and other essential equipment, components and materials.
9. Assists in negotiations with public utility companies, the California Energy Commission, contractors, and consultants to obtain the best pricing possible on fuel sources.
10. Helps develop the basis for the annual utility budgets; tracks energy consumption of buildings Districtwide; records the impact of energy and greenhouse gas reduction measures; assists in monitoring and analysis of utility billing records, including invoices.
11. Prepares and presents administrative, statistical, analytical and narrative reports as well as recommendations relating to energy efficiency, waste reduction and sustainability programs; conducts additional research as necessary; makes recommendations on findings.
12. Represents the Facilities Planning, Maintenance and Operations Department regarding energy and sustainability matters in discussions/meetings with Federal, State, regional, local entities and the public; assists in formulating policy related to energy resources and procurement; serves on committees and task forces both within the department and with local, state and national agencies and organizations as appropriate.
13. Serves as Chair of the Districtwide Sustainability Committee; District-wide point person for sustainability initiatives and primary liaison between District and Campus Sustainability Committees; coordinates campus sustainability committees' combined efforts; tracks progress against sustainability plan goals; works closely with members of the college community on issues related to energy management, energy conservation, and sustainability.
14. Oversees District Sustainability Initiatives, including: Energy Management Strategy, Storm Water Management Program, Water Efficiency Program, Climate Action Planning, Campus Sustainability Plan Implementation, Solid Waste Reduction Programs, Transportation Management Program, and other initiatives as identified.
15. Assures that the District participates in available grants and utility company incentive and rebate programs; tracks grants, incentives and rebates received and administers the incentive application process
16. Other Duties as assigned

C. Requirements

1. Bachelor's degree with major course work in mechanical or electrical engineering, computer science, energy management or related field
2. Two years of successful work experience of increasing responsibility in energy audit or energy management program development and administration, with at least one year of that experience working with commercial/industrial/educational customers or equivalent energy use analysis
3. Previous experience in an educational setting with responsibility for sustainability planning and/or energy efficiency, with demonstrated communication and consensus building in a participatory governance environment is preferred
4. Certification in LEED (Leadership in Energy and Environmental Design
5. Extensive public contact with people of diverse cultures, language groups and abilities
6. Demonstrated skills in written and oral communication, including public speaking

7. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

OR

An equivalent combination of education and experience

D. 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; 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 and large 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.

E. Knowledge, Skills & Abilities

1. Knowledge of the principles of electricity, energy conservation 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
2. Knowledge of relevant Federal, State and local rules, regulations and codes related to energy consumption and conservation
3. Knowledge of utility economics; analytical techniques used in economic analysis; energy auditing and management and energy equipment, products and services
4. Knowledge of the safety procedures, terminology, equipment and supplies applicable to installation, maintenance and repair operations
5. Knowledge of automated facility management systems and supporting equipment; building operating principles
6. Skill in assessing operating conditions, efficiency, and applicable standards relative to building and infrastructure systems, tools, vehicles and equipment
7. Skill in working cooperatively as part of a customer service team
8. Skill in reading and comprehending complex instructions, blueprints and directions
9. Skill in using a computer, telephone system, radio communication system, and standard office equipment to enter, modify and retrieve data
10. Skill in setting up, maintaining, and evaluating detailed records, graphs, bar charts
11. Ability to perform moderate to heavy physical labor on a sustained basis
12. Ability to communicate effectively both orally and in writing with people at various levels within the organization who are diverse in their cultures, language groups and abilities
13. Ability to utilize independent judgment to perform technical and analytical studies of energy usage and electrical demand
14. Ability to conduct energy audits; interpret and apply regulations and standards related to energy conservation measures