



Irvine Unified School District

Supervisor - Energy Project Manager/Sustainability

DEFINITION

Under the direction of the Director of Maintenance & Operations, responsible for designing, implementing, coordinating and monitoring the district's energy managements program; will promote district's energy consumption through efficient utilization and awareness of energy sources. Assists in the planning, organization, and execution of projects related to the maintenance, grounds, and improvement of district facilities. Supervises the assignment of force account labor and facilitates the employment contract labor in the completion of assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Analyze district gas, water and electrical consumption to identify usage trends, including energy and water waste, and develop recommendations regarding energy consumption.
- Serves as a liaison with regulatory agencies regarding the permitting, record keeping and testing of district energy consuming equipment.
- Assists in analyzing utility rates. Insure district is on proper utility rate schedule and verify billing; when possible/applicable, participate in energy rebate programs offered.
- Assists with the formulation of policies and procedures pertinent to energy use and conservation.
- Compiles data, prepares charts, graphs and reports for presentations; makes recommendations based on findings. Reports directly to the Director of Maintenance & Operations as to the status of the District's energy consumption.
- Arranges workshops for district staff and presents energy and water conservation programs to students and school staff.
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends.
- Monitor federal energy conservation grants received by the district; maintain related records and data as necessary; provide energy and water consumption reports as required.
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- Implement weekday, weekend, holiday and summer shutdown checklists for district buildings; direct night setback program for district buildings on weeknights, weekends, holidays and summer recess.
- Perform regular "walk through" audits of all district facilities to ensure operating efficiency, optimum educational environment and compliance with the district's energy policy.
- Provides regular communication with leadership and custodial staff as to status of their buildings' energy consumption.
- Work with custodial staff to ensure efficient energy usage throughout the year.
- Organize district-wide meter reading program.

- Establish a program to promote energy conservation through positive feedback to all levels of the district and involve personnel and students in taking ownership for the success of the program.
- Prepare and present reports on the status and success of the program.
- Develop and implement sustainability initiatives. Provide support to existing sustainability programs.
- Plan and coordinate campus wide events and activities related to sustainability including Earth/Arbor Day celebrations, Campus Sustainability Day, recycling, etc.
- Identify, apply for, and administer grants related to sustainability.
- Responsible for gathering detailed information and data about energy consumption in all of our schools.
- Responsible for educating the staff at each site on ways their efforts can contribute to reducing energy costs.
- Perform energy audits at all of our schools to look for energy savings opportunities around the clock, especially during the predominantly unoccupied times of the day and night.
- Consults with the directors of maintenance and construction regarding major maintenance and facilities improvement projects.
- Assists with planning and scheduling of projects. Oversees projects in progress, inspects work, coordinates work within the framework of site activities, and serves as liaison and point of contact between the site administrator, Maintenance & Operations, and the contractor performing the work.
- Provides cost estimates for improvement projects, assists site administrators/program managers in formulating project proposals.
- Consults with the Director of Maintenance and Operations regarding work scheduling, backlog issues, and status of maintenance support services.
- Conducts contractor job walks, provides facility information, and assists in the public works project process.
- Meets with vendors, investigates and evaluates products and equipment, provides recommendations regarding product quality, price and suitability for use by the District.
- Processes routine work requests. Screens, evaluates, and assigns work to appropriate trade areas.
- Participates in requisitioning of materials and/or contract services, writes work specifications, receives and evaluates proposals from outside contractors.
- Maintains records, provides performance and cost data reports, authors internal maintenance related correspondence and memoranda.
- Review, plan, estimate and schedule work assignments on school site improvements, modification of facilities.
- Prepare and/or assist with construction project bid documents, study and analyze the terms and conditions of contract agreements, plans, specifications, addenda, and interpretations.
- Confer with prospective contractors and solicit formal and informal bids.
- Oversee the maintenance of project records, and site files.
- Respond to emergency situations as necessary.
- Prepare reports, maintain records, and ensure compliance with current standards, codes and ordinances.
- Coordinate and maintain communication and cooperative working relationships with site Administrators and other District personnel.
- Receive, review, and investigate request for school site improvements and building modifications.

QUALIFICATIONS

Knowledge of:

- Sound organizational, time management and leadership skills. Administration and record keeping.
- School district organization, operations, policies and objectives.
- Pertinent federal, state and local laws, codes and regulations.
- Energy management systems.
- Conservation practices, applications and policies.
- Knowledge about a wide array of sustainability issues.
- Principles, practices, procedures, equipment, tools and materials common to the building trades.
- Cost effective practices in the field of building maintenance.
- General industry safety practices and standards within the building trades.
- Principles of supervision and leadership.
- Related codes of regulations as may be required in application to construction and/or modification of school facilities.
- Current technology, software applications, office methods and practices, correct English usage, spelling, grammar, and punctuation.

Ability to:

- Conduct meetings and make effective presentations.
- Work effectively with representatives of government agencies, private contractors, facilities designers, equipment manufacturers and district staff.
- Prepare clear and concise reports and make recommendations.
- Exercise leadership through the use of organization, supervisory, and interpersonal skills.
- Understand and carry out oral and written directions.
- Plan, organize and administer a comprehensive conservation program.
- Prepare and present oral and written reports and findings and maintain a variety of files and records.
- Meet schedules and time lines; plan and organize work.
- Promoting district employee involvement.
- Work independently with minimal supervision.
- Demonstrate initiative and sound judgment.
- Research, read and interpret local, state, and federal building codes and regulations.
- Read and interpret blueprints, technical drawings and equipment manuals.
- Estimate job costs, perform shop math functions, and apply control procedures within the scope of projects.
- Apply tact and courtesy to establish and maintain productive working relationships.
- Communicate effectively both orally and in writing.

Education and Experience Requirements:

- Bachelor's degree from an accredited college or university with major course work in business or public administration or Bachelor's degree in Sustainability, Environmental Science, Engineering, Architecture, Design, Education or related field and 4 years of related experience is required.

License and Other Requirements:

- Possession of a valid California Driver's License.
- LEED AP or similar certification desirable but not required.

WORK ENVIRONMENT

- Indoor and outdoor working environment. Seasonal heat and cold or adverse weather conditions
- Driving a vehicle to conduct work. Traffic hazards.
- Working around machinery with moving parts.

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. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

PHYSICAL ABILITY:

- Dexterity of hands and fingers to operate a computer
- Hearing or speaking to exchange information
- Walking or standing for extended periods of time
- Seeing to perform inspections
- Bending at the waist, kneeling or crouching

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Revised 03/2016