

## **SUPERVISOR – 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. Responsible for gathering detailed information and data about energy consumption in all of our schools. In addition, 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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- 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.

### **QUALIFICATIONS GUIDE**

#### **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.

**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.

**EDUCATION/EXPERIENCE:**

- Any combination equivalent to: graduation from high school. Any combination of training and experience which could provide the required levels of knowledge and experience.
- College level coursework, Bachelor degree in related field preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C Driver's License.
- LEED AP or similar certification desirable but not required.

**PHYSICAL DEMANDS:**

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 enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials and perform inspections,
- Sitting, standing or walking for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Bending at the waist, stooping, kneeling or crouching
- Driving vehicle to various sites

**WORK ENVIRONMENT:**

Indoor/Outdoor 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. The noise level in the work environment is usually moderate. Hazards include:

- Working around and with machinery having moving parts.
- Seasonal heat and cold or adverse weather conditions
- Traffic hazards
- Subject to fumes, dust, airborne particles, toxic or caustic chemicals and odors
- Risk of electric shock