

**TITLE:**               **Energy Manager**

**REPORTS TO:**       **Superintendent of Schools**

The responsibilities of the Energy Manager include the oversight of efficient utility use across the District with a general mission of providing a comfortable learning environment in the most economical manner possible. The staff member in this role works under the supervision of the Superintendent of Schools.

1. Ensure that energy management operations are supportive of the instructional goals of the District.
2. Promote a comfortable indoor climate for learning.
3. Educate Maintenance/Custodial staff, Principals, teachers, students, and community groups who use our buildings about our District's energy consumption and energy costs.
4. Educate Maintenance/Custodial staff, Principals, teachers, students, and community groups who use our buildings about proper energy conservation practices
5. Employ effective interpersonal skills.
6. Recommend sound policies directed toward energy conservation.
7. Pursue an aggressive program to reduce District costs for energy.
8. Assist in responsibility for compiling and maintaining all energy reports, billings, and other documents required.
9. Utilize consultants when necessary to identify energy conservation measures.
10. Compile utility budgets and energy conservation measure cost estimates based upon documented program needs.
11. Pursue outside funding sources for equipment retrofits.
12. Monitor all facilities design and construction activities as relates to energy management.
13. Implement rules established by federal and state law, New York State Education Department, and Board of Education in the area of energy conservation.
14. Provide regular reports as to the overall effectiveness of the energy management program.
15. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all District staff.

16. Articulate the District's mission and goals in the area of energy management to the community and solicit its support in realizing the mission.
17. Demonstrate the use of appropriate and effective techniques for community and staff involvement.
18. Monitor and analyze energy consumption and costs; develop forecasts and reports for budget establishment, energy consumption, and conservation, including performance against standards and benchmarks.
19. Perform energy calculations and incorporate the results into the management of campus energy conservation programs and central plant operations.
20. Motivate employees and community users of the District's buildings to achieve peak energy conservation.
21. Ensure adherence to established District policies and procedures regarding energy conservation.
22. Assist in the development and management of the annual operating budget in regard to District utility expenses.
23. Conduct on site inspections of District buildings to inspect hot water, heating and cooling system set-points.
24. Answer questions from users of our buildings regarding more efficient energy use.
25. Make presentations before community groups and in schools.

Approved: February 9, 2010

Revised: November 19, 2013