

ENERGY MANAGER
(ALBANY SCHOOL DISTRICT)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, the incumbent of this class is responsible for daily monitoring of the District's energy management system, entering and retrieving information, providing general supervision when needed, including training of all staff members on energy conservation, and monitoring of monthly energy charges and SED compliance issues; assisting the Safety Officer in developing a District safety program and preparing written reports regarding unsafe conditions. Incumbent reports to Supervisor of Buildings and Grounds. Supervision is not exercised over others.

TYPICAL WORK ACTIVITIES:

- Monitors the district's energy management system daily;
- Monitors and trains all staff on energy conservation behavior;
- Develops an ongoing safety program for the district;
- Provides general supervision as needed;
- Provides the Supervisor of Buildings and Grounds quarterly reports on energy usage;
- Tests air and water quality;
- May assist the Safety Officer with preparing written reports regarding unsafe conditions and recommends corrective measures;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of basic construction;
- Good knowledge of New York Department of Labor requirements;
- Good knowledge of American National Safety Institute (ANSI) Standards;
- Good knowledge of safety, health, and fire prevention methods, procedures and equipment;
- Good knowledge of energy management;
- Working knowledge of blueprints;
- Working knowledge of personal computers and office equipment;
- Ability to carry out written and oral instructions;
- Ability to work well with others;
- Ability to provide instruction and safety measures;
- Ability to provide instruction in energy conservation behavior;
- Ability to gather and compile information;

- Sound Judgment;
- Integrity;
- Initiative;
- Resourcefulness;
- Tact;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in the sciences or related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in a science field and two (2) years of experience in energy management; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

The appropriate OSHA certifications are a requirement for selection and for the duration of employment.