



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Energy Project Specialist III	Last Revised/Approved: September 2021
Job Code: TBD	Reports To: Sr. Director, Facilities & Maintenance
Office: School Administration	Department: Design & Construction

Compensation Information	
Pay Grade: 10A	Pay Range: \$77,379 – 111,610
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Plans, implements, operates and monitors the school district's energy management program by setting of goals and strategies to save energy, conducting energy audits of the school buildings and providing technical assistance to school administration. Outlines energy savings goals, applies analytical and evaluation methods to conduct energy studies and provides recommendations, forecasts energy costs, prepares reports on energy consumption and utility charges and works with the Sr. Director, Facilities and Maintenance Services and Mechanical Engineer to negotiate price structures with utility companies.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Assists in the development and implements overall energy budget and strategy for the District.
- Assists in preparing energy analysis and provides recommendations for district energy conservation efforts.
- Plans, organizes and implements the school division's energy management program, coordinating the energy awareness program and the training of school division personnel.
- Establishes utility usage benchmarks for each school/facility and outlines energy savings targets and objectives.
- Monitors energy usage against targets and benchmarks to identify school division facilities not meeting goals of the Energy Management Program.

- Conducts site visits and performs technical energy studies and audits of facilities to identify energy savings opportunities.
- Analyzes the infrastructure of the school division's facilities including electrical, mechanical, HVAC, control, water, wastewater, envelope, solid waste, irrigation and lighting systems. Recommends field improvement measures to equipment and components to minimize energy costs.
- Assesses operational characteristics of district facilities, determines areas in which energy conservation measures are needed and establishes optimization protocols for the operational schedule of the division's energy systems (i.e.: system shut-down, run schedules, and operation setback parameters).
- Programs, operates and maintains the division's intranet-based central building automation system to provide remote service to division facilities, develops and maintains building HVAC system operating schedules, reviews and edits control programs to change set points and performs emergency restarts as necessary.
- Performs detailed control systems diagnostics for integrity of system operation and troubleshoots malfunctions.
- Complies regular energy reports on the division's utility costs and consumption and prepares periodic energy management performance updates.
- Evaluates historic and present energy consumption data and applies forecasting and analytical techniques to calculate and project future energy costs for budgeting purposes.
- Promotes a district-wide energy conservation program to increase awareness of energy use and abuse and develops energy conservation education materials.
- Advises the mechanical, electrical, and HVAC trades on the proper operation of energy control systems, energy conservation methods/procedures, and recommended field improvement measures. Develops training programs for personnel to provide the special skills and techniques required to maintain mechanical, electrical and HVAC equipment and control systems.
- Reviews specifications and drawings for construction and renovation projects, coordinates mechanical/electrical design and evaluates major equipment changes in buildings and participates in final on-site inspections to ensure consistency with the division's energy management program.
- Maintains current knowledge in local, state and federal regulations pertaining to energy conservation. Interprets applicable building and energy codes, regulations and standards and ensures that the district's energy management program is in compliance.
- Maintains accurate and complete energy management program and fiscal records.
- Negotiates price structures with utility company personnel and requests the installation/modification of utility services as needed.
- Researches new and innovative technologies/methodologies within the energy industry, monitors state/national energy policy trends and makes appropriate recommendations.
- Maintains effective working relationships with vendors and contractors regarding technical support, warranty work and system upgrades.
- Models nondiscriminatory practices in all activities.
- Promotes the participation of faculty, students and staff in analyzing, monitoring and assisting in the development and implementation of energy conservation measures.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelors of Science degree in mechanical engineering, from a school approved by the Accreditation Board for Engineering and Technology (ABET) with an emphasis in the design and application of heating, ventilating and air conditioning systems for educational/commercial buildings.
- Engineer in Training (EIT) certification and a minimum of two (2) years' experience OR a minimum of four (4) years' experience without EIT certification.
- Registration as a professional engineer in the State of Wisconsin is strongly desired but is not required.

Experience Requirements:

- Minimum of three (3) years of experience in design, developing specifications, cost estimating, planning and construction, inspection and project management related to MEP systems.
- Minimum two (2) years of experience in the operation of an AutoCAD work station and word processing programs and spreadsheets.
- Experience working in a multi-campus environment.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Knowledge for engineering and design of the district's energy systems.
- Working Knowledge for the direction of consultants in many energy-related systems.
- Working knowledge of Microsoft Excel and Word.
- Demonstrated experience in writing technical reports as well as general correspondence.
- Ability to communicate with a variety of personnel at various levels of experience.
- Ability to evaluate various design and construction methods based on technical data, material history and constructability.
- Organizational skills as required to work on numerous projects at one time in various stages of completion.
- Must be able to effectively communicate with the public, District personnel, contractors, tradesmen, design professionals, regulatory and governing agencies.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Office environment, occasional school/site visits.
- May be exposed to dirty and dusty conditions.
- Subject to irregular working hours including after hours and weekend work.

Physical Demands:

- Ability to climb and work at various heights and in hazardous and confined environments.

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 with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.