



MANAGER, ENERGY SYSTEMS

DEPARTMENT: Plant Services

COLLEGE: Central Services

SALARY GRADE: [A2/A3 - G](#)

POSITION PURPOSE:

Under the general direction of the Executive Director of Facilities and Operations, the Manager, Energy Systems is responsible for District-wide energy management and sustainability initiatives. The Manager, Energy Systems focuses on five key areas; 1) Sustainable Facilities Management and Operations; 2) Green Building and Sustainable Design Integration; 3) Energy and Utility Analysis and Reporting; 4) Communications and Outreach, and; 5) Program development, administration and oversight. A high degree of independent judgment and creativity is required to develop and implement complex initiatives with multiple stakeholders. Consequences of errors in judgment will be costly in loss of staff and student productivity, safe and comfortable working and learning environments and critical data to insure efficient operations, particularly in terms of energy and utility consumption. Public contact is extensive, with staff, colleagues and the community for the purpose of providing information, assistance, advice, and appropriate support.

NATURE and SCOPE:

The Manager, Energy Systems directs the work of district HVAC technicians, Boiler technicians and BMS/EIS (building management systems and energy information systems) technicians and serves as Project Manager for capital projects related to energy efficiency. This position requires an individual with excellent scheduling abilities, the ability to utilize independent judgment to perform technical and analytical studies of energy usage and electrical demand; a customer-service driven work ethic, good communication and organizational skills, and the ability to remain focused with little or no direct supervision. Knowledge in development, implementation, use, and calibration of complex facility and energy management systems is a basic requirement for this position.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Oversees the full life cycle (identification thru verification) of energy, sustainability, efficiency, conservation and other utility maintenance and management efforts.
2. Supports Facilities and Operations staff in developing and implementing operational improvement strategies.
3. Serves as the District's in-house technical expert and research analyst on utility services, energy consumption, resource reduction and renewable energy sources.
4. Advocates for District's sustainability initiatives and energy efficiency projects and goals during capital and operational project development and implementation.
5. Consults with architects, engineers, builders and other departments to incorporate the District's standards on energy efficiency and sustainability; Serves as an advisor on application and administration of sustainable design standards.
6. Acts as Project Manager for capital improvement projects that are specifically designed to improve the efficiency of mechanical and electrical systems.
7. Works internally and externally to identify and procure professional services for energy and sustainability oriented efforts; insures alignment of District planning strategies and building program implementation.

8. Oversees development and implementation of technical specifications for resource conservation projects and programs; oversees conservation measures and facilitates project development; develops conceptual estimates of project costs, payback periods, and return on investment.
9. Assists in the selection, implementation and proper management, maintenance and service of the District Energy Information System infrastructure and software systems, Electrical Vehicle Charging stations, and other essential equipment, components and materials.
10. Assists in negotiations with public utility companies, the California Energy Commission, contractors, and consultants to obtain the best pricing possible on fuel sources.
11. Helps develop the basis for the annual utility budgets; tracks energy consumption of buildings District-wide; records the impact of energy and greenhouse gas reduction measures; assists in monitoring and analysis of utility billing records, including invoices.
12. Prepares and presents administrative, statistical, analytical and narrative reports as well as recommendations relating to energy efficiency, waste reduction and sustainability programs; conducts additional research as necessary; makes recommendations on findings.
13. Represents the Facilities and Operations Department regarding energy and sustainability matters in discussions/meetings with Federal, State, regional, local entities and the public; assists in formulating policy related to energy resources and procurement; serves on committees and task forces both within the department and with local, state and national agencies and organizations as appropriate.
14. Serves as Chair of the District-wide Sustainability Committee; District-wide point person for sustainability initiatives and primary liaison between District and Campus Sustainability Committees; coordinates campus sustainability committees' combined efforts; tracks progress against sustainability plan goals; works closely with members of the college community on issues related to energy management, energy conservation, and sustainability.
15. Oversees District Sustainability Initiatives, including: Energy Management Strategy, Storm Water Management Program, Water Efficiency Program, Climate Action Planning, Campus Sustainability Plan Implementation, Solid Waste Reduction Programs, Transportation Management Program, and other initiatives as identified.
16. Assures that the District participates in available grants and utility company incentive and rebate programs; tracks grants, incentives and rebates received and administers the incentive application process.
17. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge: of

1. Principles of electricity, energy conservation practices and measures that would apply to commercial, industrial, residential and public customers; principles of heat and heat transfer; general industrial processes involving heating, cooling and process heat; construction and building lighting and HVAC systems; alternative energy sources.
2. Relevant Federal, State and local rules, regulations and codes related to energy consumption and conservation: American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHREA) standards, California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, American Disabilities Act (ADA), state labor laws, including Workers' Compensation, and other related statutes.
3. Utility economics; analytical techniques used in economic analysis; energy auditing and management and energy equipment, products and services.
4. Safety procedures, terminology, equipment and supplies applicable to installation, maintenance and repair operations.
5. Automated facility management systems and supporting equipment; building operating principles.
6. Mechanical systems operations and maintenance.
7. Computer-based energy management control and monitoring systems.
8. Building energy consuming systems, energy management methods and practical energy efficiency principles.

9. Utility rate structuring; energy accounting and economics.
10. Principles of project management and supervision.
11. Strategies for improving utility usage efficiency and concepts related to high performance buildings.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Assess operating conditions, efficiency, and applicable standards relative to building and infrastructure systems, tools, vehicles and equipment.
3. Work cooperatively as part of a customer service team.
4. Read and comprehend complex instructions, blueprints and directions.
5. Use a computer, telephone system, radio communication system, and standard office equipment to enter, modify and retrieve data.
6. Set up, maintain, and evaluate detailed records, graphs, bar charts, etc.
7. Perform moderate to heavy physical labor on a sustained basis.
8. Communicate effectively both orally and in writing with people at various levels within the organization who are diverse in their cultures, language groups and abilities.
9. Utilize independent judgment to perform technical and analytical studies of energy usage and electrical demand.
10. Conduct energy audits; interpret and apply regulations and standards related to energy conservation measures.
11. Read and comprehend written and oral instructions and directions
12. Attention to detail.
13. Flexibility and adaptability.
14. Determine the need for maintenance and repairs; plan and schedule work.
15. Prepare and interpret plans and specifications.
16. Accurately estimate costs of utility maintenance projects.
17. Manage projects efficiently and provide status updates.
18. Develop short- and long-range plans.
19. Demonstrate a general knowledge of hazardous material control.
20. Work effectively with diverse students, staff, faculty and administrators, both individually and as team members.
21. Interpret and apply rules, regulations, policies and procedures.
22. Represent and promote the interests of the department in the administration of the college and the District.
23. Handle difficult and sensitive issues and problems, and resolve conflicts. Train, assign, supervise, evaluate and develop staff.

Education and Experience:

1. Bachelor's degree with major course work in mechanical or electrical engineering, energy management or related field.
2. Five (5) years of successful work experience of increasing responsibility in energy audit or energy management program development and administration, with at least one year of that experience working with commercial/industrial/educational customers or equivalent energy use analysis and at least two years of that experience directing the work of MEP trades staff.
3. Previous experience in an educational setting with responsibility for sustainability planning and/or energy efficiency, with demonstrated communication and consensus building in a participatory governance environment is preferred.
4. Extensive public contact with people of diverse cultures, language groups and abilities.
5. Demonstrated skills in written and oral communication, including public speaking.

Preferred Qualifications:

1. Certification in LEED (Leadership in Energy and Environmental Design).
2. Experience working in a community college or related academic environment.

License and Certifications:

1. Possession of a valid California Driver's License.

WORKING CONDITIONS:

Environment:

While the position will have a typical office to work from, this position will spend a great deal (minimum 50%) of time in the field monitoring how equipment is working, assisting in the evaluation of equipment for replacement, so they will be in mechanical rooms, electrical rooms, in attics, outside in all weather, etc. In addition the position will be working with the HVAC and boiler techs as well as the BMS/EIS technicians.

Physical Abilities:

1. Sustained physical activity indoors and outdoors with exposure to climate changes, chemicals, odors and fumes.
2. Bending, stooping, kneeling, climbing ladders and stairs.
3. Working on elevated platforms.
4. Vision sufficient to read various materials.
5. Manual dexterity.
6. Operating electrical and mechanical equipment.
7. Standing for long periods.
8. Walking.
9. Hearing and speaking to exchange information in person and on the telephone and make presentations.
10. Dexterity of hands and fingers to operate a computer keyboard.
11. Pushing, pulling, moving moderate to heavy objects.

Date Approved: February 2015; Revised: September 2015

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Creditable Service: PERS