

**MANAGER, ENERGY and
SUSTAINABILITY**

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 and Sustainability provides leadership and oversight to develop broad and robust districtwide energy and sustainability programs and initiatives. This would include coordination and planning with industry and research partners and employees at all district locations. This position would manage and execute resource reduction and sustainability projects throughout the district and work to establish Foothill-De Anza as a sustainability leader at local, state and national levels.

NATURE and SCOPE:

The Manager, Energy and Sustainability will be responsible for the overall management, implementation and development of a comprehensive energy and sustainability program. This oversight includes energy efficiency, water conservation, renewable resource management, waste diversion and recycling, climate action planning, and sustainability outreach. As part of these activities, the incumbent will be expected to develop and manage construction and development projects related to these areas that generate a meaningful return on investment through resource efficiency programs. This position requires the ability to prioritize, schedule and perform technical and analytical studies of energy usage, electrical demand, water use and other resource metrics. Knowledge of the 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. Implement and oversee the components of the Energy Master Plan and Sustainability Master Plan related to energy, sustainability, conservation and other resource efforts. Provide recommendations for updates and improvements to the plans. Annually report to the Board of Trustees and the Energy and Sustainability Advisory Committee on the progress of the goals within these plans.
2. Evaluate district policies, practices and procedures related to the goals and objectives of the Energy and Sustainability Master Plan.
3. Serve as the District's in-house technical expert and research analyst on utility services, energy consumption, resource reduction, conservation efforts and renewable energy sources.
4. Identify opportunities to address the District's sustainability initiatives and efficiency projects and goals during capital and operational project development and implementation. Consult with architects, engineers, builders and other departments to incorporate the District's standards on energy efficiency and sustainability and serve as an advisor on the application and administration of sustainable design standards.
5. Act as a project manager for capital improvement projects that are specifically designed to improve energy efficiency and promote sustainability initiatives. Oversee development and implementation of technical specifications, facilitate project development and develop conceptual estimates of project costs, payback periods,

and return on investment.

6. Support Facilities and Operations staff in developing and implementing operational improvement strategies including commissioning and recommissioning new and/or replacement equipment or buildings.
7. Assist 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.
8. Assist in negotiations with public utility companies, the California Energy Commission, contractors, and consultants to obtain the best pricing possible on fuel sources.
9. Develop the basis for the annual utility budgets, including the tracking of energy consumption of buildings District-wide, recording the impact of energy and greenhouse gas reduction measures and assisting in monitoring and analysis of utility billing records, including invoices.
10. Prepare and present administrative, statistical, analytical and narrative reports as well as recommendations relating to energy efficiency, waste reduction and sustainability programs; conduct additional research as necessary and make recommendations on findings.
11. Represent the Facilities and Operations Department regarding energy and sustainability matters in discussions/meetings with Federal, State, regional and local entities, as well as the public. Serve on committees and task forces both within the department and with local, state and national agencies and organizations as appropriate and assist in formulating policy related to energy resources and procurement.
12. Serve as Co-Chair of the District-wide Energy and Sustainability Advisory Committee (ESAC) and coordinate campus sustainability committees' combined efforts; track progress against sustainability plan goals; work closely with members of the college community on issues related to energy management, energy conservation, and sustainability.
13. Oversee 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.
14. Assure that the District participates in available grants and utility company incentive and rebate programs; track grants, incentives and rebates received and administer the incentive application process.
15. Actively participate in the design phase of bond projects and review technical specifications to ensure sustainable practices are implemented in design and construction of bond projects.
16. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Environmental and sustainability initiatives necessary to reduce the institution's carbon footprint and move it toward carbon neutrality.
2. 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.
3. Water and waste conservation practices and procedures.
4. 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, Americans with Disabilities Act

(ADA), state labor laws, including Workers' Compensation, and other related statutes.

5. Principles of project management and supervision.
6. Principles of energy auditing and management.
7. Safety procedures, terminology, equipment and supplies applicable to installation, maintenance and repair operations. Commissioning and decommissioning services including safety checks and inspection to ensure safe, effective and reliable equipment, process and system operation, as well as the isolation and removal of redundant equipment where applicable.
8. Building energy consuming systems, energy management methods and practical energy efficiency principles.

Skills and Abilities:

1. Ability to assess operating conditions, efficiency, and applicable standards relative to building and infrastructure systems, tools, vehicles and equipment.
2. Research, present and support alternative strategies for meeting program goals.
3. Work cooperatively as part of a service-oriented team.
4. Read and comprehend complex instructions, blueprints and directions; interpret complex codes and regulations.
5. Set up, maintain, and evaluate detailed records, graphs, bar charts, etc.
6. 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.
7. Utilize independent judgment to perform technical and analytical studies of resource usage and electrical demand.
8. Conduct energy audits; interpret and apply regulations and standards related to energy conservation measures.
9. Read and comprehend written and oral instructions and directions.
10. Determine the need for maintenance and repairs as related to sustainability goals; plan and schedule work.
11. Prepare and interpret plans and specifications.
12. Accurately estimate costs of utility maintenance projects.
13. Manage projects efficiently and provide status updates.
14. Develop short- and long-range plans.
15. Demonstrate a general knowledge of hazardous material control.
16. Work effectively with diverse students, staff, faculty and administrators, both individually and as team members.
17. Interpret and apply rules, regulations, policies and procedures.
18. Represent and promote the interests of the department in the administration of the college and the District.

Education and Experience:

1. Bachelor's degree with major course work in Energy Engineering, Mechanical Engineering, and Sustainability Planning, or a related technical field or the equivalent years of work experience.
2. Three (3) years of successful work experience of increasing responsibility in the field of energy and sustainability, including experience in energy management, energy efficiency project implementation, Green House Gas emissions analysis and climate action planning, waste diversion, water conservation, alternative transportation, sustainability program development and management.
3. Demonstrated skills in written and oral communication, including public speaking.

Preferred Qualifications:

1. Master's degree in engineering, energy management, environmental science or closely related field.
2. Registered professional engineer and/or a certified energy manager or related credential.
3. Certification in LEED (Leadership in Energy and Environmental Design).
4. 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.
5. Experience working in a community college or higher education 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.

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Creditable Service: PERS