

# Job Description



Position Title: Manager, Energy Resources

Job Family: Facilities

Job Type: Manager

FLSA Status: Exempt

Salary Grade: 07

## Position Summary:

The Energy Resources Manager oversees all aspects of College utility use. Measures and calculates energy use on operational systems. Develops strategies for reducing utility expenses. Serves as onsite resource expert in utility usage matters. Manages efforts to reduce College energy, natural gas, and water use. Oversees College conditioned air temperature standards compliance. Coordinates with the Director of Sustainability on the management of energy and sustainability projects. Responsible for the operation of energy management programs and systems.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates all aspects of the Energy Management System software subscription. Supervises Energy Management System technicians and associated maintenance contracts. Oversees computerized software systems to ensure design flexibility for facilities systems. Performs regular data monitoring, observing operating capacities, and service demands, including periodic energy audits.
2. Oversees contractors hired to perform the work of the energy management systems and/or sustainability projects.
3. Coordinates with Trades Maintenance supervisors and staff. Monitors operation of all mechanical systems equipment, including distribution systems, furnaces, boilers, hot water tanks, ventilation and air handling equipment, motors, pumps, valves, compressors, air conditioners, and related environmental equipment to ensure safe and efficient operation.
4. Assists in the development of strategic planning to meet the College's commitments in terms of energy management, water consumption and retention, solid waste measures, and other related utilities to meet College sustainability measures.
5. Participates as a team member for organizational projects providing expert input in matters relating to energy performance. Plans and presents workshops on energy conservation programs. Provides annual reports.
6. Provides oversight for standards and procedures for operating the heating, air handling, electrical, and mechanical control systems. Reviews procedures annually for adherence to safety regulations and energy conservation.
7. Reviews equipment sequences of operation, scheduling, and configuration for opportunities to improve efficiency and maintain College defined standards.

8. Implements energy-related cost-saving utility measures. Assists with preparing utility budgets by formulating utility use projections and verifying invoice accuracy.
9. Networks with utility providers to explore costs and participate in utility incentive programs. Works with federal, state, and local municipalities to seek funding and leverage resources for energy-related projects. Investigates funding sources such as grants and contracts to grow revenue streams. Collaborates with all utility service providers to determine electrical, natural gas, and natural gas transportation costs and backup fuel for generators.
10. Interacts with and maintains relationships with local building automation systems and equipment contractors to keep abreast of current technologies and implementation in the local market.
11. Conducts cyclical energy audits for each building of District facilities coordinating with energy consultants to identify projects that will result in return on investment (ROI) and short payback to reduce energy costs. Identify high-energy use devices and provide recommendations for improvements. Reviews analytics data and calculates return on investment (ROI) for equipment and systems as well as environmental impact. Interacts with college facilities operations staff to improve understanding of efficient systems operations and cost-saving opportunities.
12. Investigate renewable energy technologies for district operations. Participates in the design and reconstruction of present energy-consuming equipment, including mechanical, electrical, and centralized computerized controls. Takes part in capital construction, including commissioning recommendations and constructability/ coordination of plan reviews, third-party certification for conservation standards, and defining energy efficiencies in newly constructed facilities.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles.
3. Skill in budget/resource management
4. Skill in coordinating and monitoring the work of others
5. Skill in effective communication (both written and oral)
6. Skill in independent decision-making
7. Skill in organization, coordination, and management
8. Skill in performing a variety of duties, often changing from one task to another of a different nature
9. Skill in problem-solving
10. Skill in program development and process improvement
11. Ability to adapt and maintain professional composure in emergent and crisis situations
12. Ability to develop and maintain effective and positive working relationships

## Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, ensuring quality standards, and training staff. May have responsibility for contributing to hiring, employee review and disciplinary actions.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Mechanical Engineering or a closely related field of study required.
  - Masters' degree in Mechanical Engineering or a closely related field of study preferred.
  - Three (3) to five (5) years of related experience working with building systems and plants.
  - Five plus (5+) years of related experience working with building systems and plants preferred.
  - One (1) to Three (3) years of supervisory experience required.
  - Certified Energy Manager or Certified Resource Manager (or the ability to acquire in one year of hire)
- OR
- An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.

- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- MVD Check/ Current and Valid AZ Driver's License
- On-call responsiveness as necessary and serving on regular on-call roster rotation
- Some evening or weekend work hours