



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0109108
REPOSTED

JOB ANNOUNCEMENT

DISTRICT ENERGY MANAGEMENT COORDINATOR
Facilities & Operations Department

Closing Date: Open Until Filled

*****Those who have previously applied will remain under consideration*****

JOB DESCRIPTION

The District Energy Management Coordinator, under the direction of the Assistant Superintendent for Facilities and Operations, is responsible for the implementation and enforcement of District Energy Management Policies and Guidelines.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bachelor's of Science Degree in a technical field (Mechanical or Electrical Engineering) or related sciences
- Master's Degree (preferred)
- Minimum of five years in Energy Management or related facility operations field
- Candidate should either possess or be capable of obtaining within three years of employment AEE Certification as a Certified Energy Manager
- Valid Texas Drivers License with a driving record insurable by the NISD carrier
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

ADDITIONAL QUALIFICATIONS

- Knowledge and the ability to operate / prepare reports/interpret data from industry standard Energy Accounting software
- Knowledge and the ability to operate, schedule, trend data using District building automation systems
- Ability to manage department and carry out daily business with minor supervision
- Work directly with senior administrative staff, school board, campus administration, custodial, maintenance, and facilities staff to insure the effective implementation of District energy policy.
- Ability to prepare various reports and presentations using Microsoft Office applications such as Excel and Power Point.
- Knowledge of all aspects of Energy Management and the ability to present possible changes in procedures or new technologies that would increase building performance, efficiency, and comfort

DUTIES AND RESPONSIBILITIES

1. Maintain District utility records for reporting to administration, school board, and various committees.
2. Manage District utility budget to keep within budget at the District and site level as well as follow up with utilities for credits or billing errors.
3. Supervision of over-all operation of Energy Management Department.
4. Adhere to District guidelines and regulations.
5. Liaison with local utilities for billing and rate issues.
6. Authorize and establish utility accounts for new facilities or any additional services required at existing sites.
7. Direct liaison with state agencies such as the State Energy Conservation Office.
8. Review / identify new products / programs that may prove beneficial to District; present findings for further action.
9. Yearly presentations to School Board, Building Committee, as well as large group meetings such as custodial or food service staff.
10. Performs other duties assigned within the scope of responsibility and requirements of the job.

WORKING CONDITIONS

Mental Demands / Physical Demands / Environmental Demands

Ability to lift 10-40 pounds infrequently. Subject to visual acuity, the ability to differentiate primary colors, hand/eye coordination and manual dexterity to perform essential functions. Must also have the ability to occasionally climb ladders to access both roof and under building areas. Exposure to hazardous materials. This position will require daily driving between various District facilities. A majority of the work day and week will be spent out in facilities. The job will require after hours, late night, early morning, weekend, and holiday work sessions to audit facilities for efficient operation and proper shutdown.

TERMS OF EMPLOYMENT

SALARY: \$52,674 - \$66,369

PAY GRADE: B50

WORK DAYS: 226

FOR HR USE ONLY
PCN: P6B0A420 00001

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

Northside ISD is an Equal Opportunity Employer