

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### MANAGER, Resource Conservation and Performance Management

#### QUALIFICATIONS

- Bachelor's Degree in Engineering or related field required.
- Experience in developing and managing energy conservation programs and energy budgets preferred.
- Management and/or supervisory experience.
- Project Management experience preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as appropriate to position responsibilities. Proficient in Microsoft Office.
- Strong quantitative and technical skills.

#### SUPERVISION

**REPORTS TO** Assistant Director of Facilities Services  
**SUPERVISES** HVAC Controls staff and assigned personnel

#### POSITION GOAL

***To provide district support for managing energy programs at all SCPS facilities and to lead the HVAC controls team and district wide energy conservation efforts.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Track and report the district's utility budget and spending, including but not limited to electrical, water/sewer, natural and LP gas.
2. \*Verify and monitor energy consumption and billing amounts at each school or facility and establish consumption targets for each facility.
3. \*Utilize financial and monthly forecasting tools to monitor and determine needed improvements to control and potentially reduce energy costs. Prepares reports for management as required.
4. \*Coordinate and conduct quarterly energy audits at all district owned facilities, set targets to reduce energy consumption, and prepare and distribute reports.
5. \*Participate in the design and renovation of facilities by conducting plan review to ensure energy efficiency of systems.
6. \*Assist in the development of an efficient maintenance program for all energy conservation measures.
7. \*Develop and implement energy conservation training for all SCPS staff.
8. \*Coordinate and cooperate with other governmental units in the utilization of energy conservation measures.
9. \*Negotiate and administer contracts with utilities and energy suppliers.
10. \*Provide technical oversight, guidance, and supervision to control system staff members.
11. \*Set energy performance goals and verify compliance with goals.
12. \*Delegate work to employees, track progress, and provide constructive feedback.
13. \*Manage planning, documentation, and installation of building mechanical/electrical systems and equipment, control systems software/architecture, and Building Automation System (BAS) control devices.

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14. \*Manage the daily operation of temperature control systems using a variety of components to control HVAC equipment.
15. \*Review contracts, drawings, and specifications for the installation and modification of various HVAC control systems.
16. Perform other related duties as assigned.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment

### PHYSICAL REQUIREMENTS

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Balancing</b>	Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.
<b>Crawling</b>	Moving about on hands and knees or hands and feet.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.  
**Atmospheric** The worker is subject to atmospheric conditions. One or more of the following conditions affect the  
**Conditions** respiratory system or the skin, fumes, odors, mists, gases, or poor ventilation.

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**AO-10-F \$63,618 - \$97,588**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 44  
Function 7900  
Job Code 1438  
Survey Code 79018

**FLSA**

Applicable  
 Not applicable

Previous Board Approval

ADA Information Provided by Kim Dove  
Position Description Prepared by Kim Dove

**BOARD APPROVED**

**March 12, 2019**  
**June 20, 2006**  
**July 20, 1999**