



## **ENERGY MANAGER**

### **GENERAL RESPONSIBILITIES**

This position is responsible for the creation and timely dissemination of detailed energy reports, tracking consumption, reducing cost, and supporting energy conservation as it relates to electricity, natural gas, water, sewage and propane.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and make recommendations using financial/energy models related to supply and demand side sources, operating costs, rates, and revenues.
- Create and analyze administrative, statistical, narrative reports, and presentations in support of the school division's comprehensive energy program.
- Act as a liaison between contractors, design consultants, and staff to ensure the implementation of coordinated energy initiatives.
- Manage a minimum of two interfaces for utility data (import and export).
- Review and research energy audit failures to include the identification, resolution, and tracking of utility billing and file interface errors.
- Work with the vendors, to assure the Energy Software works according to design - Troubleshooting interfaces, correcting errors and making necessary modifications.
- Perform statistical analysis including strategic planning, forecasting, cost benefit analysis, and program evaluation to develop viable recommendations and assure the ongoing effectiveness of energy initiatives.
- Work as part of a project team lead to expand electronic interfaces for utility information collection and invoicing/payments.
- Process approximately fourteen million dollars in utility bills annually.
- Identify and track potential grant funding sources and assisting with grant proposal preparations.
- Monitor and make recommendations on energy /grant budgets.
- Manage energy tracking program requirements while adhering to complicated bill processing procedure.
- Analyze the infrastructure of the school division's facilities including electrical, mechanical, HVAC, control, water, wastewater, envelope, irrigation and lighting systems; recommend field improvement measures to equipment and components to minimize utility costs.
- Advise the mechanical, electrical, and HVAC trades staff on the proper operation of energy control systems, energy conservation methods/procedures, and field improvement measures.
- Conduct building audits and studies; provide recommendations for improvement and savings opportunities.
- Coordinate with the Office of Facilities Services in the management of the division's energy performance contract work, and commissioning objectives.
- Establish utility usage benchmarks and outline cost savings targets and objectives.
- Evaluate historic and present energy consumption data; compile regular and periodic energy reports/updates on the division's utility costs and consumption.
- Manage the Energy Star program and work towards recognition for the division in this and similar programs.
- Research new and innovative technologies/methodologies within the energy industry, monitor state/national energy policy trends, and make appropriate recommendations.
- Keep abreast of changing trends and information regarding local, state, and federal regulations that may affect utility prices and availability.
- Attend VEPGA meetings to stay up to date on latest contract negotiations, Dominion news, and national and state legislation.
- Be the lead Dominion contact during natural disasters and emergency events.
- Coordinate with the city to share knowledge about energy conservation measures and city-wide goals.



- Keep Dominion, HRSD, VNG and other utility websites up to date with the latest accounts.
- Review HVAC control systems to assure break schedules are in place at the appropriate set points.
- Manage CPower contracts, demand response, and reimbursements.
- Perform related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must have a comprehensive knowledge of energy management; the general laws and administrative policies governing school budgeting and financial practices and procedures; and risk management techniques and methods. Must have the ability to develop and present ideas effectively, orally and in written form; establish and maintain effective working relationships with contractors, architects, engineers, school administrators, the School Board, staff and the public. Must have the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to apply forecasting and analytical techniques to calculate and project future energy costs for budgeting purposes. Knowledge of Federal, State, and local energy programs and activities.

Knowledge of Microsoft Office Suite with strong emphasis on Excel.

Skilled in Microsoft Power BI or similar program.

Knowledge of organization and operation of various VBCPS departments regarding energy use.

Ability to make critical analysis, such as cost benefit of analysis in recommending course of action. Administrator level knowledge of Energy Management Software (EnergyCap, Energy Manager)

**EDUCATION AND EXPERIENCE**

**Required:**

Bachelor's degree in Business Administration, Computer Science, Economics, Engineering, Facility Management, Mathematics or related field.

One (1) year of experience with a computer-based work order management system and/or EnergyCap.

Two (2) years' experience in data analysis or related field, or an equivalent combination of education and experience.

**Preferred:**

Training in related specialties such as energy efficiency and/or renewable energy technologies; sustainable community design; USGBC LEED training; Certified Energy Management programs and/or other training beneficial to this position.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional stooping, crouching, and climbing. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift 20 pounds frequently and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 10/17, 7/20
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