



## Energy Resource Coordinator

### Job Overview

The job of Energy Resource Coordinator was established for the purpose of optimizing and balancing the District's use of energy and energy related resources. This is accomplished by interfacing with all levels of personnel educating staff and students to promote energy conservation, operating the District's Energy Management System (EMS); representing the District in securing the best value for energy supply resources; interfacing with other energy services personnel and contractors in supporting the energy conservation objectives of WCS; establishing and supporting a district wide conservation program

The Energy Management Systems Coordinator designs, modifies, programs, tests, and debugs the Energy Management System (EMS) software and hardware; analyzes requests for service and reported problems with heating, ventilation, air conditioning, and exterior/interior lighting, and monitors the EMS to ensure efficient operations.

This job reports to the Director of Maintenance.

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### Essential Functions

- Analyzes and monitors utility billings for the purpose of developing baselines to quantify energy impacts and recommending methods of cost containment.
- Assists with writing specifications for additional energy management or energy related services for the purpose of preparing for changes resulting from the electric energy restructuring.
- Collaborates with utility companies, acting as the point of contact for all issues related to the energy consumption of the district; for the purpose of gathering information to compare pricing structure, etc. and to acquire and analyze district utility bills for accuracy, trends, and opportunities.
- Coordinates or provides training and education for WCS HVAC personnel and other WCS employees and students for the purpose of educating about the installed Energy Management Systems (EMS) and energy related topics.
- Develops, establishes, and implements policies, plans and programs (e.g., District energy policy, energy management plans at district and school level, energy efficiency goals, etc.) for the purpose of reducing energy consumption and achieving strategic goals.
- Identifies additional opportunities (e.g., Participates in the capital planning process to infuse sustainable design measure in future new construction projects Develops capital and repair projects for energy savings that have a reasonable return of investment.) for the purpose of making cost effective energy saving retrofits.
- Identifies equipment that needs attention for replacement or preventative and predictive maintenance and opportunities for new technologies and Energy Star Certification for the purpose of ensuring that energy efficient equipment is installed in new construction and renovation projects and current equipment and buildings are energy efficient.
- Maintains a variety of organized files, records, and utility information, including IAQ records in sufficient detail for the purpose of facilitating rapid answers to consumption related questions for maintenance and other district personnel: and preparing reports for the Maintenance Director and supporting any challenge to the District's IAQ and/or HVAC maintenance programs.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Manages all aspects of the Energy Management Systems (EMS) (e.g., designs. troubleshoots) for the purpose of receiving notification of and performing all schedule changes, receiving and validating EMS alarms and generating work orders for action by HVAC maintenance technicians; optimize operating sequences for energy savings, reviews historical EMS trends for control of HVAC failures: field tests control points to verify on-going proper operation.



# Williamson County Schools

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- Participates in the commissioning of new and renovated facilities for the purpose of ensuring the HVAC systems are installed and operating correctly and as designed.
- Prepares written materials (e.g., repair status, reports, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Programs each school and district facility for the purpose of minimizing run time of energy consuming equipment, ensuring indoor air quality is met and HVAC needs are met.
- Responds to calls 24/7, diagnoses and troubleshoots causes of problems and/or failures in energy systems (e.g. heating, ventilation, air conditioning and lighting) for the purpose of resolving the problems via the energy management system or identifying appropriate staff and equipment and/or systems repair and/or replacement needs.
- Reviews calibration of energy management equipment for the purpose of ensuring that it is working to specifications
- Serves as the VVCS expert on Indoor Air Quality (IAQ) for the purpose of providing information and advising on current IAQ rules and regulations, record-keeping of IAQ issues and the EPA's Tools for Schools survey methods for IAQ investigations.
- Verifies set point change for the purpose of maintaining acceptable environmental conditions or district specified set points in all classrooms and other public spaces. (Add 8-12 essential functions. These functions should be the primary functions of the job that you are not able to reassign or substitute for other work. Each function should be bulleted and should start with an action verb. Example: Reviews and authorizes purchase orders within assigned limits for the purpose of facilitating schools and departments in acquiring required supplies and/or equipment.)
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## Working Environment

The usual and customary methods of performing the job's functions require the following physical demands some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in some varying atmospheric conditions.

## Qualifications

**Minimum experience:** Job related is required

**Minimum education:** Bachelor's degree in job related area or 4-year technical degree or 2-year technical degree with commensurate experience; multi-site maintenance experience. Experience with hydronic loop heat-pumps, and experience with Novar control systems is required. [00B]

### Required Testing:

Alcohol and Drug Test

### Required Certificates and/or Licenses:

Certified Energy Manager (CEM) certification or ability to be certified is desirable

### FLSA Status:

HR will enter

### Continuing Education/Training:

None Specified

### Clearances:

Criminal Justice Fingerprint/Background Clearance

### Employee

Type:  
Exempt

*Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*