

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

04/16 Effective Date	<b>ENERGY SYSTEMS COORDINATOR</b> Job Title	2.5.17 Index
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### **PURPOSE**

To positively impact student achievement throughout all District facilities by performing the duties of coordinating the HVAC services to include supervision, installation, maintenance repair, and replacement of all HVAC systems at all district locations. Responsible for the operation, maintenance and repair of all HVAC Controls and mechanical systems, and boilers.

### **CLASS CHARACTERISTICS**

This is the lead level class in the maintenance worker series. Positions in this class perform work coordination responsibilities on a regular basis which limit time available to actually perform the work. Responsibilities include oversight of several building trades within a section of the maintenance. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee so long as performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over personnel in the trades of boiler repair, mechanical equipment, and HVAC controls.

### **EXAMPLES OF DUTIES – may include, but are not limited to, the following:**

#### **HVAC System & Control Responsibilities**

Supervise and coordinate in all operational maintenance, repair and installations, to include instrumental controls, HVAC and boilers, etc., of facilities.

Manage day to day activities of centrally HVAC control systems, consisting of following tasks:

- Monitor and operate HVAC Direct Digital Controls (DDC) systems.
- Respond to Hot/Cold Desk calls and issues.
- Identify and assign HVAC repair tasks.
- Develop standards for operation and changes.
- Correct HVAC programming issues.
- Schedule HVAC systems to align with building use.
- Train staff on HVAC system use.
- Identify HVAC improvements and opportunities.

Oversee all applicable apprenticeship programs.

Schedule and oversee contracted HVAC work.

Salem-Keizer School District  
Energy Systems Coordinator (continued)

Coordinate District HVAC preventative maintenance program.

Review, critique, and recommend design and material solutions for facility improvements.

#### Energy Monitoring Conservation

Perform administrative analysis of systems and procedures of electrical and energy consumption;  
prepare reports of findings

Document and review of energy use by facility.

Coordinate SKSD procedures/practice with Oregon Department of Energy (ODOE) for data tracking and programs.

- SB 1149: tracking, audits, projects.
- Other grants and/or projects.

Coordinate SKSD procedures/practice with Department of Education.

- (New energy department under building condition assessment bill.)

Coordinate SKSD procedures/practice with Energy Trust of Oregon (ETO).

- Energy Star listing of buildings.
- Profile manager data input and maintenance.
- Projects using ETO and other state/utility programs.

Identify energy projects.

Assist in performance contracting.

- RFP and selection.
- Building audits.
- Project development.
- Project execution.
- Measurement and verification.
- Savings and cost tracking.

Monitor and coordinate utility billing.

- Direct utility funded projects.
- Rate development, forecasting and review.

Management of grants.

Assist in the preparation of the annual budget; preparing forecasts for area of assignment.

#### General Duties

Prepare reports and correspondence.

Assist on special projects as may be identified by the Facilities staff.

Provides assistance to other maintenance personnel.

Maintain regular and consistent attendance and punctuality. Performing related duties consistent with job description and assignment.

Other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Energy Trust of Oregon.

Senate Bill 1149 programs and procedures.

Principles and practices of Direct Digital Control (DDC) software and hardware.

Principles and practices of electrical and mechanical systems.

Principles and practices of work coordination and evaluation.

Applicable codes, policies, regulations and laws governing work procedures and practices of the trade.

MSD sheets; what they are for and how to use them.

Applicable safety rules, practices, and procedures.

Local, state and national repair, installation and operation codes.

**Ability to:**

Develop and implement a program of maintenance, repair, replacement, and installation of HVAC Systems.

Program, manipulate and diagnose HVAC equipment by way of Direct Digital Control (DDC) systems by Delta, Alerton and Trane.

Prepare estimates of time and materials.

Work from sketches, shop drawings and blueprints. Prepare project specifications for acquiring bids and/or proposals for projects.

Analyze technical information and prepare related reports.

Train others in technical skills.

Prioritize and schedule daily calls and preventive maintenance.

Read and comprehend MSD sheets.

Maintain records of work orders, parts, and preventive maintenance performed.

Operate a vehicle and machines or tools used in maintenance and repair of HVAC equipment.

Use technology for word processing, spreadsheets, communication, the work-order database and other related applications and devices.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**Experience:**

Minimum of 5 years in HVAC/Electrical/Construction management.

Methods, materials, equipment, and tools used in the trade.

**Training:**

High school diploma or equivalent.

Applicable Direct Digital Controls (DDC) trade and program training.

HVAC computer programming coursework, or the ability to acquire.

Any equivalent combination of education, training, and experience which provides the required knowledge and abilities may be considered in lieu of requirements above.

**Special requirements:**

Possession of a valid Oregon driver's license.

**WORK ENVIRONMENT:**

Work is often done independently, in the field year-round and involves exposure to chemicals, dirt, dust other unpleasant or dangerous materials. May be required to work various shifts in order to avoid disruption of school or work.

Climate controlled office settings with temperatures ranging from mild to moderate cold heat. Exposure noise levels from moderate to loud and occasional to frequent time periods. Part of workday may be spent in field, inspecting progress on projects.

**PHYSICAL REQUIREMENTS:**

Occasional twisting, bending stooping lifting all types of weight occasionally up to 80 pounds. Must be able to work in attics or crawlspaces, roofs, tunnels and climb ladders.

Salem-Keizer School District is an equal opportunity employer.

Position: Energy Systems Coordinator

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_