



JOB DESCRIPTION

JOB TITLE: Utility Manager

Position Type: Exempt	Department: Fiscal & Business Services
Salary Schedule: Exempt	Reports to: Deputy Superintendent of Fiscal & Business Services
Salary Range: 6	Location: Administrative Center
Term of Employment: 12 months	Date: July 1, 2018
Shift: Day	Approved By: Human Resources

POSITION SUMMARY:

Is responsible for district-wide utilities and improvements.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Assists in planning for new Energy Management projects.
- Preparation of quotations and bid documents and make recommendations to the Deputy Superintendent the most cost effective responses to implement.
- Represents the District in meetings with architects, vendors, engineers and provides project management oversight for Energy Management projects.
- Inspects all work performed by contractors for adherence to bid documents.
- Plans, formulates, and implements methods and procedures to maintain and file information regarding all warranty items for the District and ensures that all appropriate warranty information is received by the school level personnel.
- Follows up unresolved issues stemming from faulty workmanship or materials reported by school personnel in new Projects, and takes appropriate action when necessary under the terms of the guarantee.
- Plans for future energy savings with Director of Facilities.
- Monitor created utility benchmarks and reduction goals for individual campuses based upon various facility, performance, and usage factors associated with the individual campus.
- Modify EMS Programming to minimize electrical consumption (kWh) and demand (kW).
- Coordinate with Energy Engineer to implement suggested operational modifications.
- Complete applications for applicable incentive and grant programs available from utility providers and/or the State.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises employees assigned within the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Experience as a contractor or as supervisor on projects, with a minimum of 5 years with school building experience preferred.
- Must have 5 years minimum HVAC, Electrical, Lon works control networking and building automation experience.
- Must have knowledge and experience working with the APS utility rebate program.
- Must be Building Automation Systems Trained.
- A moderate amount of experience working with computers is essential.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.
-

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Must be physically able to stand for long periods, climb, balance, lift and/or crawl frequently throughout the work day
- Frequently required to use hands to finger handle or feel objects, tools, or controls.
- Must regularly lift and/or move 50 lbs. or more.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.