

Energy Management Specialist

Position Details

Class Code: 7204

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, inspects, monitors, surveys, recommends, and assists in repairing lighting and heating, ventilation, air conditioning, and refrigeration (HVACR) systems to support energy conservation programs at all Clark County School District facilities.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Performs facility inspections to assess operating efficiency, comfort level, and compliance with District energy conservation goals.
2. Inspects/identifies conditions contributing to energy waste and poor HVACR performance; recommends energy efficiency and performance improvements to supervisors.
3. Promotes the energy conservation program through conferences with building administrators and custodians to reach District energy use goals.
4. Prepares written reports reflecting program guideline assessments for management and department officials.
5. Assists in maintaining records of locations, types, and number of utility meters.
6. Makes designs, sketches, drawings, and measurements for use in energy waste/consumption calculations.

7. Recommends energy-efficient schedules to energy management system (EMS) technicians at all monitored facilities.
 8. Troubleshoots, installs, and repairs lighting, HVACR, time clocks, photocells, and EMS.
 9. Assists in installing/repairing EMS and HVACR systems.
 10. Integrates life safety systems with HVACR equipment; ensures compatible operations.
 11. Works closely with energy management contractors to ensure newly installed EMS equipment is performing to specifications.
 12. Provides technical assistance to the EMS office, as needed.
 13. Recommends energy management procedural improvements.
 14. Develops energy audit report cards that communicate facility energy efficiency to principals and custodians.
 15. Supervises EMS Schedulers, Skilled Trades Assistants (STAs), or Utility Workers, as assigned.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Inspects, evaluates, and implements energy conservation and maintenance programs through facility visits and communication with District staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. General knowledge of building construction.
2. General knowledge of mechanical/electrical system practices and procedures.
3. Knowledge of disc operating systems.
4. Ability to utilize computer-operated EMS.
5. Ability to recognize, understand, interpret, and apply all local, state, federal, and national codes/regulations, including Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Electrical Code (NEC), Americans with Disabilities Act (ADA), etc.
6. Ability to work independently.
7. Ability to gain cooperation and conformance without authority.
8. Ability to analyze facility energy efficiency.
9. Ability to perform mathematical calculations and analyses.

10. Ability to communicate clearly, verbally and in writing.
 11. Ability to distinguish color-coded wires.
 12. Ability to safely move heavy objects.
 13. Ability to work flexible hours/shifts.
 14. Ability to work in confined areas.
 15. Ability to withstand heights and perform work safely.
 16. Ability to work cooperatively with employees, students, and the public.
 17. Ability to recognize/report hazards and apply safe work methods.
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Any combination of experience as an EMS or HVACR technician/mechanic equivalent to four (4) years; or, Six (6) years' experience as a building engineer.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Associate degree from an accredited college/university in mathematics, computer science, engineering, or mechanical operations.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities – schools (classrooms, cafeterias, offices, boiler rooms, facility rooftops, chiller rooms, mechanical rooms, construction sites, etc.)

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Ladders, analog/digital temperature analyzers, eye/hearing protection, electronic refrigerant leak detectors, pressure/vacuum pumps, megohm meters, analog and digital volt ohm/amp meters, pneumatic calibration gauge kits, handheld radios, cell phone, laptop computer, hand/power tools, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/23/23
- Created: 04/30/92